

**REGULATIONS GOVERNING PROCESSES FOR ENGAGING ASSISTANT LECTURER
(Call No. 2022/D/LEM/CL/4)**

1. General rules

1.1. These recruitment processes are governed in all aspects by Organic Law 6/2001, of 21 December; Organic Law on Universities 4/2007, of 12 April, amending Organic Law on Universities 6/2001 henceforth, LOU); Catalan Law 1/2003, of 19 February, on Universities of Catalonia (henceforth, LUC); by the statutes of Universitat Autònoma de Barcelona (henceforth, EAUB), approved by Catalan Government Decree 237/2003, of 8 October; and by the Academic Staff Regulations of Universitat Autònoma de Barcelona, approved by accord of its Governing Council on 17 November 2010 and amended on several occasions, the last of which was 15 March 2022.

The assistant lecturer positions in this selection process, not affected by the staff replacement rate, were authorised on 1 March 2022 by the Directorate General for Universities of the Government of Catalonia (Generalitat), to be offered publicly by Universitat Autònoma de Barcelona in the year 2021.

1.2. The positions offered will be non-government fixed-term contract positions. The employment status is full-time.

1.3. For all purposes in this process, August will be considered to be a non-working month.

1.4. The list of positions on offer is in the annexe to these regulations.

2. Requirements

In order to be admitted to the selection process, candidates must comply with the following requirements, both on the deadline for applications and up to the date when the contracts are signed.

2.1. General requirements

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a. Candidates must be free of any physical or mental limitation that is incompatible with teaching duties.

b. They must not have been suspended from any public-service duties for reasons of disciplinary action, nor have been legally barred from public service by a definitive judgement.

c. They must not be engaged in any incompatible activity, in compliance with Catalan Law 53/1984, of 26 December, on incompatibilities for public-administration employees.

2.2. Specific requirements

a. Candidates must have a doctoral degree.

Should this degree not have been awarded by a Spanish university or one recognised in Spain, before the contract is signed it must have been officially validated as corresponding to doctoral degrees with official status in Spain ([Equivalence of a foreign doctoral degree](#)) or the candidate must have university teaching-staff accreditation from the Spanish Agency for Quality Assessment and Accreditation (ANECA).

b. Candidates must have an endorsement from the Quality Assurance Agency for the University System in Catalonia (AQU), or be accredited by ANECA, as an assistant lecturer (*lector/ajudant doctor*).

c. Candidates must not have reached the end of the period allowed for holding an assistant lecturer position at other public universities.

2.3. Candidates must have a sufficiently high level of Catalan to ensure that they can communicate appropriately and correctly in their academic tasks, so that students' language rights are guaranteed, as stipulated in Decree 2.3 /2010 of 14 September, on accreditation of the language proficiency of university lecturers within the Catalan university system. At the time of signing the contract, the chosen candidate will be able to choose between either accrediting his or her current language level or else postponing this accreditation for a period of two years.

Foreign citizens from countries outside the EU and those who cannot be included within the scope of international treaties established by the EU and ratified by Spain must possess a work and residence permit before signing the corresponding contracts.

3. Applications

3.1. Applications to take part in this process must be addressed to the Rector of Universitat Autònoma de Barcelona (edifici A, Rectorat, 08193, Bellaterra, Cerdanyola del Vallès), and use the electronic form (for selection process 2021/D/LEM/CL/1) put in place for this purpose, which will be available on the university's electronic portal (<https://seleccio.uab.cat/convocatoriesupac/login/auth>), or use any of the procedures in Article 16.4 of Catalan Law 39/2015, of 1 October, on common administrative procedure for public administrations, within twenty calendar days, counting from the day after this call for applications is announced in the Official Gazette of the Government of Catalonia (Generalitat).

3.2. Those applying for more than one position must submit a separate application for each one.

3.3. Candidates must attach the following documents to the same electronic application form, in PDF format:

- a. Photocopy of national identity document (DNI, NIE, or Passport).
- b. Their doctoral degree certificate, or official receipt of having applied for this document.
- c. Research accreditation, or an endorsement, as set out in Article 49 of Law 1/2003 (LUC), of 19 February, on the universities of Catalonia, or another accreditation issued by a quality-assessment agency, if they possess these documents.

- d. Curriculum vitae, in any format, containing all merits that could be considered relevant: academic, research, professional, etc.
- e. Documentary proof of the merits indicated in the curriculum vitae.

Given the composition of the selection committees, at least the curriculum vitae should be in English (without excluding other documents).

4. Admission of Candidates

4.1. At the end of the period for submitting applications, the provisional list of selected and excluded applicants will be made public, giving the reasons for exclusion in the case of excluded applicants, and giving the date when the definitive list will be published. This list will be published on the UAB website ([Convocatòries de PDI](#)).

4.2. Candidates are allowed 10 days, starting from the day after publication of the provisional list of admitted and excluded candidates, to submit requests (in the places indicated in section 3.1 of this document) for permission to amend defects or errors in their application, or to present documents required in the selection process.

In the event that, within the established period, candidates fail to amend defects or errors that have been the cause of their exclusion, they will be deemed to have withdrawn their request, and their exclusion will then become final.

4.3. In accordance with Article 45 of Catalan Law 39/2015, of 1 October, on common administrative procedure for public administrations, publication of resolutions on the university website is deemed to constitute timely notification to all applicants, and the periods set for filing claims or appeals will then begin.

4.4. The UAB administration, ex officio or upon request, may at any time amend material, factual or arithmetical errors that may occur during the procedure.

4.5. The resolution on the definitive list of selected and excluded applicants serves to close the administrative process and appeals against it may be made to the Administrative Litigation Courts within two months counting from the day following its notification, pursuant to Article 8 of Law 29/1998, of 13 July, on the Administrative Litigation Courts, without detriment to the option of lodging a pre-litigation motion for reversal before the Rector, within one month, counting from the day following receipt of this notification or, where appropriate, from the day following its publication, pursuant to articles 123 and 124 of Law 39/2015, of 1 October, on common administrative procedure of public administrations.

5. Selection committees

5.1 The composition of the selection committees is set out in the annexe to these regulations and will comply with Article 57.2 of the Academic Staff Regulations.

5.2. Each committee's rules of procedure will comply with Law 40/2015, of 1 October, on the

legal regime of the public sector.

5.3. The cases of abstention and recusal established in articles 23 and 24 of Law 40/2015, of 1 October, on the legal regime of the public sector, are applicable to committee members. If there is good reason for doing so, the interested parties must abstain from acting within the committee and offer an explanation.

5.4. For the purposes of communication and other issues, the committees' working location will be the central administration and executive offices (Rectorat) of the UAB.

6. Selection process

In accordance with articles 136.2 and 141.2 of the Statutes of the Universitat Autònoma de Barcelona, the Selection Committee's judgement is based at least on the suitability of the candidate's academic and research background to the required profile for the position, the teaching and research needs of the department and area of knowledge, and language competence, as determined by current law.

6.1. The committee chair must convene a meeting to officially constitute the committee no later than forty days after publication of the call for applications in the Official Catalan Gazette (*DOGC*). Once the committee has been constituted, all members must be present for its actions to be valid.

Following the act of constitution, which may be conducted online, the committee must set out the indicators for each selection criterion with their corresponding scores, based on criteria previously calibrated by the department. The total score for the criteria must be 100 points and these will be distributed bearing in mind the profiles established in the call for applications. The Academic Staff Unit must be notified of this scoring system. Once the assessment criteria have been made public, the Academic Staff Unit will send the candidates' CVs to the committee members, together with any supporting documents provided.

For assistant lecturer positions, the scoring system must allocate 40 to 50 points to research activities, 25 to 30 points to teaching activities, 5 to 10 points to training activities, 20 to 25 points to mobility activities and 15 points for non-affiliation to the UAB. When assessing these activities, the following will be taken into account:

- a. The research criterion will consider, as components of research experience, publications, participation in research projects, contributions to conferences, etc.
- b. The teaching criterion will consider background in university teaching, teaching innovation and other related merits.
- c. The training criterion will consider pre-doctoral, doctoral and post-doctoral academic training, particularly grants, pre-doctoral contracts, bursaries and other financial support obtained through competitive national or European award processes, the European doctoral research component or the Doctoral Programme Quality Award, bachelor's degree prizes, the Special Doctoral Award and other pre-doctoral awards, and the prestige of the centre where the doctoral thesis was worked on.
- d. The mobility criterion refers to long-lasting continuous stays (stays of at least two

months may be accumulated) to carry out research and/or training tasks at a highly regarded centre, considering the activity itself, the quality of the host group and whether the stay is pre- or post-doctoral. Importance will also be attached to whether the candidate's whole education, from bachelor's degree to postgraduate and doctoral studies, was received at more than one university.

e. Pursuant to the criteria established by the Academic Staff Committee of the Inter-University Council of Catalonia, academic non-affiliation to the university offering the position must be a preferential merit, in the sense that no other merit may be assigned a higher score. Complete academic non-affiliation is considered to be when the PhD has been obtained from a different university to the UAB or, in the case of PhDs obtained at the UAB, if since the qualification for access to a PhD cumulative research periods of at least 24 months have taken place (periods are required to last at least three months (90 days); exceptionally up to five periods of between 2 and 3 months may be accepted), or if professional non-affiliation- can be accredited for 24 months. Academic non-affiliation does not imply contractual non-affiliation. Accreditation of non-affiliation will lead to a full score for this section. Accreditation of 6 or more months of research periods or 12 or more months of professional non-affiliation without reaching the minimum considered for complete non-affiliation will receive points for these merits proportional to the maximum possible number of points in this section. Professional non-affiliation is understood as work outside the UAB directly related to the job profile.

6.2 Stages of the selection process

The selection process consists of two phases.

- a. The first phase is eliminatory and consists of an analysis and evaluation of the duly accredited merits appearing in each candidate's CV. The candidates' presence is not required unless explicitly stated in the corresponding call for applications. As a general rule, at least two candidates for each job position on offer must move on to the second phase. If this proves to be impossible, the committee will provide an explanation for this in its reports.

To pass to the next stage of the selection process candidates must obtain a total score of at least 70 points from at least two committee members in the four activity types specified above. Those who do not achieve this are excluded.

- b. The second stage is public and can take place in person or online. The committee chair must issue a resolution convening the candidates to the test. This announcement will specify the place, date and time for each person who has passed the first phase. The office of the vice-rector responsible for academic staff must be notified of this resolution, and if candidates request it this office must appoint an observer to the test, as set out in the first additional provision of the Regulations for Academic Staff.

In the test, candidates have a maximum of one and a half hours to describe their background and give a seminar on a topic of their own choosing (within the profile of the position), from which their mastery of the subject matter and their teaching ability will be assessed. The Selection Committee will then ask any questions that it considers appropriate, with respect to the merits indicated in the candidate's curriculum vitae and/or regarding the seminar, or any other matter relating to the duties to be performed under the contract. Given that lecturers from foreign universities may form part of

selection committees, and pursuant to Article 57.1 of the UAB Academic Staff Regulations, candidates will use a language that allows all those taking part in the process to communicate. In the case of positions whose profiles fall within the fields of linguistics, literature and didactics of language and literature, the selection process must be conducted in the language that corresponds to the profile.

The test for the second stage will be evaluated to a maximum of 30 points. To pass this stage candidates must obtain a minimum of 15 points. Members of the committee will consider the following aspects:

b.1 The content of the seminar given by the candidate: 15 points.

b.2 The methodology used in the presentation, time management, capacity for expression and efficient communication: 10 points.

b.3 The answers given by candidates to the questions of the members of the committee: 5 points.

To obtain the final score, which may reach a maximum of 130 points in the evaluation of each member of the committee, the points obtained in the second phase will be added to those obtained in the first stage. If none of the candidates obtain the minimum number of points the position may be left vacant. Each member of the committee must draw up a list of candidates in order of their total number of points and no ties are permitted.

In accordance with the provisions of Article 45.2 of the Academic Staff Regulations, for each candidature the number of times the candidate has been proposed in first place, second place and so on will be calculated. Candidates will be placed on a final list in accordance with the number of times they have occupied first place. In the case of a tie for first place on the list, the candidate who has occupied second place most frequently will predominate. If the tie continues in second places the candidate who has occupied third place most frequently will predominate, and so on. If there is still a tie between two or more candidates the order of the final list will be decided by the highest total score awarded by all members of the committee to the candidates subject to the tie.

7. Contract-award proposal

7.1 Based on the report or reports and the scores obtained by each candidate, the selection committee will make a proposal of a binding nature to the Rector, containing a list of the candidates who have obtained the necessary minimum score, ranked in order of preference for awarding the contract. The committee may also leave the position vacant if none of the candidates obtains the minimum score. For processes to recruit assistant lecturers, the proposal must contain the weighted, calibrated criteria for awarding the positions, and the committee members' reports and scores for each candidate.

7.2 At the same time, the committee posts its proposal on the noticeboard of the corresponding department.

7.3 Candidates who have not been included in the committee's proposal may not claim any right to this position or other vacant positions.

Candidates may lodge an appeal against the committee's proposal before the Rector, within a maximum of 10 days, counting from the day following the committee's public announcement of the results of the selection process.

The Appeals Committee is responsible for deliberating on any claims lodged against the proposals of selection committees. The procedure for ruling on appeals is set out in Article 50 of the Regulations.

8. Resolution of the recruitment process

The Selection Committee will submit the proposal referred to in the previous section to the Rector, who will issue the corresponding resolution awarding the post to the selected candidate. The candidate must then subscribe to the corresponding contract in accordance with the provisions of Section 9 of this document.

The Rector's final resolution on the selection process brings an end to the administrative proceedings. Appeals may be filed before the corresponding Barcelona administrative litigation court within a maximum of two months from the day following publication of the resolution.

However, interested parties may also file a motion for reversal before the Rector within one month from the day after this resolution is made public. In such a case, no administrative-litigation appeal can be lodged until the motion for reversal has been expressly resolved or implicitly rejected.

9. Execution of the contract

9.1 Within the twenty days following the end of the Committee's involvement, the proposed candidates for the positions must submit the following documents, through the UAB General Registry or through any of the other procedures specified in Article 16 of Law 39/2015, of 1 October, on common administrative procedure of public administrations:

- a. A sworn statement to fulfil the requirement specified in Section 2.1, Subsection b) of this document.
- b. An official medical certificate as required in Section 2.1, Subsection a) of this document.
- c. A statement confirming that the candidate is not engaged in any incompatible activity contemplated in current legislation, or exercises, within the period for taking up duties, the option detailed in Article 10 of Law 53/1984 of 26 December, on incompatibilities for public-administration employees.
- d. Originals of the documents required in Section 2.2.
- e. Proof of compliance with the requirements established in Section 2.3:
 - e.1 The means of accrediting knowledge of Catalan set out in Article 5 of Decree 128/2010, of 14 September, are as follows:

e.1.1 The standard certificate of satisfactory proficiency in Catalan (*nivell C*), awarded by the Government of Catalonia, established by current legislation on the evaluation and certification of Catalan.

e.1.2 Any of the degrees, diplomas and certificates deemed equivalent to the Government of Catalonia's certificate of satisfactory proficiency in Catalan, in accordance with current regulations.

e.1.3 A certificate of satisfactory language level for teaching purposes issued by the university and which may be obtained:

- by successfully completing specific training organised by the university, or
- through assessment carried out by the university itself.

e.2 Candidates who have gained this accreditation at secondary school may submit any of the certificates of formal non-university education considered equivalent to the certificate of satisfactory proficiency in Catalan, in accordance with current legislation.

e.3 Candidates who have previously participated successfully in selection processes for new lecturers at a university in which a Catalan test of equivalent or higher level was required should submit the corresponding certificate.

e.4 In the event of not being able to accredit the required level of Catalan through the above means, the candidate should undertake to comply with the requirement set out in section 2.3 of this document within two years of signing the contract, through any of the means established in point e.1.

9.2 If candidates do not present the required documentation within the period set out in section 9.1, except in cases of force majeure (which must be duly verified by the convening authority), or if they do not meet one or more of the requirements for obtaining a contract, their appointment will be revoked, without detriment to any further responsibility that may have been incurred in the event of misrepresentation. In these cases, a new resolution must be issued, awarding the contract to the next candidate, in accordance with the rank order set out in the Selection Committee's proposal.

9.3 The contracts will establish working conditions in accordance with the terms of this selection process and with applicable law, together with the pertinent additional clauses, with which the recruited lecturers must comply.

9.4 Formal execution of the contract will normally be held over to the start of each academic semester. However, the contract must be executed within six months of the resolution date for the recruitment process.

10. Return of candidates' documents

Candidates can recover the original documents that they have submitted, within a period of three months from the contract-awarding resolution. After this deadline, candidates will be assumed to have waived their right to recover them.

11. Protection of Personal Data

In compliance with Article 13 of the European General Data Protection Regulation (GDPR), your personal data in this form will be processed by Universitat Autònoma de Barcelona, the data controller, for the purpose of managing your participation in the selection process.

The UAB will process your personal data in compliance with the public-interest mission entrusted to it under Organic Law 6/2001, of 21 December, on universities, and Law 1/2003, of 19 February, on universities in Catalonia.

The UAB will not transfer your personal data to third parties, nor to other recipients, except when this is permitted or required by law, and your data will not be subject to international transfer.

To this end, the UAB will publish the resolutions and administrative actions pertaining to the selection process. pursuant to current law on public-administration procedure and staff selection.

In addition, the UAB will make public any information with your personal data under the terms of Law 19/2014, of 29 December, on transparency, access to public information and good governance.

Your data will be kept as long as necessary for processing purposes.

The processing of your data will not lead to any automated decisions being made, nor to profiling for predictive purposes based on personal preferences, behaviours or attitudes.

In compliance with current legislation on personal data protection, you may withdraw your consent at any time and exercise your rights of access, correction, erasure, objection and restriction of processing by applying to the data controller (upac@uab.cat), or to the Secretariat General of the UAB, Campus Universitari de Bellaterra, Edifici del Rectorat, Pça. Acadèmica, 08193, Bellaterra (Cerdanyola del Vallès) (sec.general@uab.cat).

In addition, you may lodge an appeal before the Catalan Data Protection Authority (<http://apdcat.gencat.cat/ca/inici/>) and address any queries to the UAB data protection officer (proteccio.dades@uab.cat).

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**PROCESSES FOR ENGAGING ASSISTANT LECTURERS
(Call for applications no. 2022/D/LEM/CL/4)**

ANNEXE

Reference: LEC29/2022

Job position identifier:

Job position category: Assistant Lecturer

Department: Ancient and Medieval History

Area of knowledge: Latin Studies

Teaching and research profile: Latin Studies

Committee members

Chair

Anna Maria Espunya Prat / TU / Universitat Pompeu Fabra

Ordinary member

Luigi Pirovano / Associate Professor (TU) / Università di Bologna

Committee secretary

Gemma Puigvert Planagumà / TU / Universitat Autònoma de Barcelona

Reserve committee members

Chair

Marta Marfany Simó / AGR / Universitat Pompeu Fabra

Ordinary member

Silvia Orlandi / Associate Professor (TU) / Università La Sapienza

Committee secretary

Sebastià Giralt Soler / AGR / Universitat Autònoma de Barcelona
