



**UNIVERSITAT POLITÈCNICA  
DE CATALUNYA  
BARCELONATECH**

## TRANSVERSAL PROCESS

### PT.04.02 Access and Selection PDI and PAS

Subprocess	Process owners	Responsible for approval	Date of approval
PT.04.02a Access and selection of PDI	Vice-rector responsible for Teaching Staff Policy and Researcher	Governing Council	22/02/2022
PT.04.02b Access and PAS selection	Manager Vice-rector responsible for Teaching Staff Policy and Researcher		

SUMMARY OF REVIEWS		
Version	Description	Data
V0	Initial version (AUDIT call)	03/06/2008
V1	Process update (AUDIT call)	11/21/2011
V2	Process update (AUDIT call)	21/05/2013
V3	Process update (SGIQ Doctoral School Evaluation). Review by the Quality Committee (3/2/2021)	02/07/2020
V4	Process update	08/10/2021
V5	Revised version by the Quality Committee in accordance with the guidelines of the AQU External Evaluation Committee Preliminary Visit Report	21/02/2022

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**PT.04.02A ACCESS AND SELECTION OF TEACHING STAFF AND RESEARCHERS****1 PURPOSE**

This process describes the system for ensuring the quality, effectiveness and efficiency of the process of access and selection of Teaching and Research Staff (PDI), including fellows and teaching and research staff in pre-doctoral training and Postdoctoral PDI.

**2 ABAST**

This document is applicable to Teaching and Research Staff (PDI), which is linked to and develops teaching, and / or research and / or knowledge transfer activities in the different units of the Universitat Politècnica de Catalunya (UPC).

**3 DEFINITIONS**

You can consult the main terms that appear in this document by accessing the [glossary](#) of the [University](#).

**4 DESCRIPTION OF THE ACCESS PROCESS AND SELECTION OF POI**

The process of access and selection of the Teaching and Research Staff (PDI) of the Universitat Politècnica de Catalunya is promoted and executed by the Vice-Rector responsible for Teaching and Research Staff Policy.

Calls for selection processes to fill vacancies are subject to study and approval by the Staff and Social Action Committee of the Governing Council and the Governing Council.

Once the call has been approved (EV01.PT.04.02a), the corresponding dissemination is made by publishing it on the website of the UPC's PDI competitions (<https://concursospdi.upc.edu/ca>), in the UPC newsletter (<https://www.upc.edu/normatives/ca/butlleti-upc>), in the Boletín Oficial del Estado (PDI Funcionari) and Official Gazette of the Generalitat de Catalunya (PDI Funcionari and PDI Laboral).

With regard to the selection processes for the creation or expansion of associate professor job vacancies, once the call has been approved (EV02.PT.04.02a), the Teaching and Research Staff Area is published on the UPC website (<https://concursospdi.upc.edu/ca>).

The selection process consists of the activities (EV03.PT.04.02a) aimed at the evaluation of the candidates by the corresponding Commissions in accordance with current regulations. The commissions for the selection of permanent and temporary PDI categories, once the candidate has been selected, make an allocation proposal according to the procedure for accessing the permanent and temporary PDI categories. This proposal is the resolution with the name of the winner, which will be signed by the rector (EV04.PT.04.02a) in order to later formalize the assignment to the job.

In the case of associate professor job vacancies, the development of the procedure is the same, except that it does not end with the formalization of the assignment of a job, but with a resolution of the people (EV05. PT.04.02a) who have passed the process and are included with the associate professor job market.

The Area of Teaching and Research Staff disseminates the whole process through the WEBSITE of the Universitat Politècnica de Catalunya, on the PDI competitions page (<https://concursospdi.upc.edu/ca>).

For the selection of the Teaching and Research Staff in predoctoral training and the postdoctoral PDI is developed from the Research Advice and Support Unit (UASLR) of the Teaching and Research Staff Area.

The contracting process begins when the professor in charge of the project sends the document: "contracting request" (EV06.PT.04.02a) to the UASLR technician signed by himself / herself and by the person in charge of the academic unit. This application must include the contractual category and the project code that finances the contract, along with other contractual conditions. The UASLR makes the necessary checks (financial availability and membership of the contractual typology according to the typology of the project). Once the application has been validated, the "professional profile model" form is sent.

(EV07.PT.04.02a) which contains the specific data of the professional profile of the job that must be filled in by the PDI responsible for the hiring application.

Once the UASLR has received the document "model of the professional profile" (EV07.PT.04.02a) with the information of the project and the own requirements according to the typology of the announcement the document "Offer" (EV08.PT.04.02a) which has been validated by the person responsible for the recruitment application and subsequently published by the UASLR: (<https://rdi.upc.edu/ca/uaslr/vols-dedicar-te-a-la-búsqueda>), in case it is H2020, it is also published on [the EURAXESS portal](#).

In the published offer, the candidates have a link that leads them directly to the [application form](#) (EV09.PT.04.02a), where they incorporate their data and the following documents: curriculum vitae, document of identification, required qualification and other documents accrediting the alleged merits. Once the form has been filled in, the system registers it in the Electronic Register of the UPC and sends the candidates proof of their application.

At the end of the period for receiving applications, the UASLR reviews the applications received, contacts the candidates who lack documentation to complete their application, once it has prepared the list of admitted and excluded (EV10.PT.04.02a), the "assessment sheet" (EV11.PT.04.02a) indicating the knowledge required, the professional experience requested and the functions to be performed, the "result report" (EV12.PT.04.02a) and the documentation provided the candidates. All this is stored in a secure area of the network where only the responsible professor and the person in charge of the UASLR will have access.

The unit will set up a committee that will evaluate the candidates. Once the assessment has been completed, the members of the Commission must send the signed result report to the UASLR. (EV12.PT.04.02a), together with the "assessment sheet" of each of the candidates (EV13.PT.04.02a).

Subsequently, the competent vice-chancellor will sign the resolution with the name of the winner (EV14.PT.04.02a).

The Teaching and Research Staff Area publishes the different phases and results of the PDI access and selection process on the website: <https://concursospdi.upc.edu>.

The UASLR publishes the different phases and results of the process of access and selection of the PDI Teaching and Researcher in training and the Research Staff on the website: [https://rdi.upc.edu/ca/uaslr/vols-dedicar-te-a-la-recherche / predoctoral-offers / upc-specific-calls / open-predoxal-calls,](https://rdi.upc.edu/ca/uaslr/vols-dedicar-te-a-la-recherche/predoxal-offers/upc-specific-calls/open-predoxal-calls)

However, the SECTI places are published at: [https://rdi.upc.edu/ca/uaslr/vols-dedicar-te-la-la-busca / ofertaes- postdoctorals / convocatories-especificques-postdoctorals-upc / copy\\_of\\_convocatories postdoctorals- obertes](https://rdi.upc.edu/ca/uaslr/vols-dedicar-te-la-la-busca/ofertaes-postdoctorals/convocatories-especificques-postdoctorals-upc/copy_of_convocatories-postdoctorals-obertes)

And the PR places for work and service at : [https://rdi.upc.edu/ca/uaslr/vols-dedicar-te-a-la-recerca/ofertes PR / concursos- PR / concursos-actius-PR / concursos -active-PR](https://rdi.upc.edu/ca/uaslr/vols-dedicar-te-a-la-recerca/ofertes-PR/concursos-PR/concursos-actius-PR/concursos-active-PR)

#### 4.1 Complaints and suggestions

The defined channels for receiving complaints (EV15.PT.04.02a) and suggestions (EV16.PT.04.02a) linked to this process are:

Teaching and Research Staff: e-mail box [concursos.pdi.apo@upc.edu](mailto:concursos.pdi.apo@upc.edu), from which all communications related to it are managed.

Teaching and Research Staff in training and Research Staff:

[single point of contact attention mailbox puc.personal@upc.edu](mailto:puc.personal@upc.edu)

[concursos.psr@upc.edu](mailto:concursos.psr@upc.edu)

If any suggestions or complaints are received, the managers will be grateful for the contribution, will collect it and will support the person in charge of the process when analyzing it in the SGIQ Marc Performance Assessment Report of the UPC. If the impact of the complaint or suggestion is minor or only useful if the measure is implemented immediately, managers can carry it out without waiting for the evaluation of the process. Finally, the person who made the suggestion or complaint is informed of whether or not any changes have been made and the reasons are justified.

#### 4.2 Review of the process

Annually, the Teaching and Research Staff Area, as well as the Research Advice and Support Unit as the managing owners of the process, with the support of the Organizational Development Service, are in charge of reviewing the operation of the process, evaluation of its effectiveness and elaboration of the report of evaluation of operation of the process (EV17.PT.04.02a) according to the staff of Annex 1. This is done taking into account:

- The established indicators
- Modifications to current regulations
- Publications of new legislation or regulations, both internal and external, that affect the process
- Complaints and suggestions received from agents involved in this process
- Proposals for improvement received from academic units as a result of the review process and improvement of their IQAS, and which are included in the review report of this process (See appendix 1).

The process review also analyzes possible changes that may occur at any time of the year in the external or internal context.

Once the process review report has been prepared (EV17.PT.04.02a), the GPAQ sends it to the Vice-Rector responsible for quality for its validation and proceeds according to the PT.02 process. Revision and improvement of the IQAS of the UPC.



## 5 REGULATIONS / REFERENCES

### External frame

- º [Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Act](#)
- º [Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Basic Statute for Public Employees:](#)
- º [Organic Law 6/2001, of 21 December on Universities](#)
- º [Organic Law 4/2007, of 12 April, amending Organic Law 6/2001, of 21 December on Universities](#)
- º [Law 1/2003, of 19 February, on universities in Catalonia](#)
- º [Law 39/2015, of 1 October, on the Common Administrative Procedure of Administrations Public](#)
- º [Law 40/2015, of 1 October, on the Legal Regime of the Public Sector](#)
- º [Royal Decree Law 1313/2007, of 5 October, which regulates the system of competitions for access to university teaching staff](#)
- º [Law 14/2011, of 1 June, on Science, Technology and Innovation](#)
- º [Royal Decree 103/2019, of 1 March, approving the Research Staff Statute Predoctoral in Training](#)
- ÿ [Modification of article 50: Resolution TRE / 2425/2010, of 16 June, which provides for the registration and publication of the Agreement of the Negotiating Committee on amendments to the articulated text of the Staff Collective Bargaining Agreement lecturer and researcher at Catalan public universities, for the period from 10.10.2006 to 31.12.2009 \(agreement code no. 7902500\)](#)
- ÿ [DOGC 5674 of 20/07/2010 - RESOLUTION: TRE / 309/2006, of 21 December, which provides for the registration and publication of the Collective Agreement for teaching and research staff of Catalan public universities for in the period from 10.10.2006 to 31.12.2009](#)
- ÿ [Decree 405/2006, of 24 October, which establishes the additional remuneration of civil servants and contracted teaching and research staff of the public universities of Catalonia](#)
- ÿ [European Researcher's Charter and Code of Conduct for the Recruitment of Researchers](#)

### Internal frame:

- º [Statutes of the Universitat Politècnica de Catalunya](#)
- ÿ [Agreement CG / 2020/08/22, of 9 December, of the Governing Council, approving the Offer public employment of the PDI 2020](#)
- ÿ [Agreement CG / 2014/61, of 18 March, of the Governing Council, approving the procedure access to bodies and categories of teaching and permanent research staff](#)
- ÿ [Agreement CG / 2015/60, of 23 March, of the Governing Council, approving the regulations for the selection, provision and hiring of Aggregate teaching staff within the framework of the program for the stabilization of temporary temporary teaching staff full staff and researchers Ramon and Cajal](#)
- ÿ [Agreement CG / 2019/40, of 24 May, of the Governing Council, approving the regulations of selection and hiring of associate professors of the UPC](#)

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ÿ [Agreement no. 108/2015, approving the modification of the Labor Management Manual for Research, and its recast in a single text](#)

ÿ [Governing Council agreement.61 / 2014, of 18 March, approving the regulations for the provision and hiring of lecturers](#)

**6 INDICATORS**

Information on the indicators and their values is available on the cross-sectional indicators scoreboard: [https://www.upc.edu/qualitat/ca/qualitat-institucional/siqg-upc/processos transversals](https://www.upc.edu/qualitat/ca/qualitat-institucional/siqg-upc/processos_transversals)

Indicator code*	First name	Description
IN04.PT.04.02a	Contests resolved in first offer (PDI in training and PR)	Number Competitions resolved in first offer
IN06.PT.04.02a	Number of complaints received	Number of complaints received on the channel defined in the process
IN11.PT.04.02a	Average duration of the hiring process (PDI in training and PR)	Time of average duration contracting process in days
IN12.PT.04.02a	Percentage Contest / calls resolved on the scheduled date initially	Percentage of competitions / calls resolved / resolved on the date originally scheduled of the total respect for competitions / calls resolved
IN16.PT.04.02.a	Name of suggestions received	Number of suggestions received in the channel defined in the process.
IN17.PT.04.02.a	Percentage of PDI Permanent	Percentage of Permanent PDI at the UPC

\* It has been decided to keep the original coding of the indicators, although it is not correlative as a result of the review process.

**7 EVIDENCE**

Identification	Custody manager	File location	Conservation time
EV01.PT.04.02a Call for selection process	Staff Area Teacher and Researcher	Institutional repositories	Conservation Permanent

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EV02.PT.04.02a Proceedings Staff Committee i Social Action of the Council of Government / Governing Council	general secretary	Genweb Organs of UPC / computer government Institutional repositories	Conservation Permanent
EV03.PT.04.02a File with documentation (lists of admitted / excluded processes, documentation Commissions, ...)	Staff Area Teacher and Researcher	Institutional repositories	Conservation Permanent
EV04.PT.04.02a Resolution proposed candidate assignment	Staff Area Teacher and Researcher	Institutional repositories	Conservation Permanent
EV05.PT.04.02a Resolution regarding people who have passed tests to be part of the associate professor job market	Staff Area Teacher and Researcher	Institutional repositories	Conservation Permanent
EV06.PT.04.02a Recruitment application	Unit of Advice and Research Support	BBDD Sophia	Conservation Permanent
EV07.PT.04.02a Professional from profile model	Unit of Advice and Research Support	BBDD Sophia	Conservation Permanent
EV08.PT.04.02a Job offer	Unit of Advice and Research Support	BBDD Sophia	Conservation Permanent
EV09.PT.04.02a Application form	Unit of Advice and Research Support	BBDD Sophia	Conservation Permanent
EV10.PT.04.02a List of admitted and excluded	Advisory Unit i Research Support	BBDD Sophia	Conservation Permanent
EV11.PT.04.02a Assessment sheet	Advisory Unit i Research Support	BBDD Sophia	Conservation Permanent



EV12.PT.04.02a Acta of resolution of call	Unit of Advice and Research Support	BBDD Sophia Rating sheet	Conservation Permanent
EV13.PT.04.02a Assessment sheet	Unit of Advice and Research Support	BBDD Sophia	Conservation Permanent
EV14.PT.04.02a Resolution	Unit of Advice and Research Support	BBDD Sophia	Conservation Permanent
EV15.PT.04.02a Complaints	Personnel Area i Organization UASLR	Institutional repositories	5 years
EV16.PT.04.02a Suggestions	Personnel Area i Organization UASLR	Institutional repositories	5 years
EV17.PT.04.02a Process performance evaluation report	Personnel Area i Organization UASLR	Institutional repositories	Conservation Permanent

## 8 RESPONSIBILITIES

### Thread owner:

**Vice-Rector for Teaching and Research Policy:** prepares ordinary action proposals, implements ordinary and extraordinary policies, evaluates the results of these policies, and makes proposals for improving processes or new guidelines. to the governing bodies for approval, dissemination and implementation.

The owner of the process, with the support of the Teaching and Research Staff Area and the Research Advice and Support Unit, must review the proper functioning of the process and implement, if necessary, proposals for improvement. In the event that the process is subject to modification or update, it must carry out the corresponding updates and communications to the agents involved in it. They must prepare the report evaluating the operation of the process.

### Other agents involved:

**Teaching and Research Staff Area (Manager responsible for Access and Selection of PDI):** To support the review of the proper functioning of the process and the implementation, if necessary, proposals for improvement. In the event that the process is subject to modification or update, it must carry out the corresponding updates and communications to the agents involved in it.

**Research Advisory and Support Unit attached to the Teaching and Research Staff Area (Manager responsible for Access and Selection of PDI in Training and Research Staff):** Donar

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support for the review of the proper functioning of the process and the implementation, where appropriate, proposals for improvement. In the event that the process is subject to modification or update, it must carry out the corresponding updates and communications to the agents involved in it.

**Commission Selection of a selection process:** they evaluate candidates and propose a candidate who passes the selection tests.

**Commission for the Selection and Evaluation of Teaching and Research Staff of the University:** evaluates the proposals for setting up selection committees for the selection processes of PDI carried out by the units involved or bodies involved in the selection and makes a proposal for a selection committee to the rector.

**Governing Council:** approves and ratifies personnel policies and regulations, including access and selection. Approve each new version of the process.

**Rector:** orders the publication in the official bulletins (BOE and / or DOGC according to the current regulations) of the calls and approves the specific bases in accordance with the current regulations for the PDI. Appoints the members of the selection committees and ratifies the nomination of the winning candidate.

**UPC Equality Unit:** develops the functions related to the principle of equality, non-discrimination and respect for diversity, coordinating and promoting the actions, related to this competence, of the different units and services of the UPC.  
university.

**Organizational Development Service:** to support the managing owners in reviewing the operation of the process, as well as in the preparation of the evaluation reports, where appropriate, the evaluation of the process by the ODEAs. Send the report as

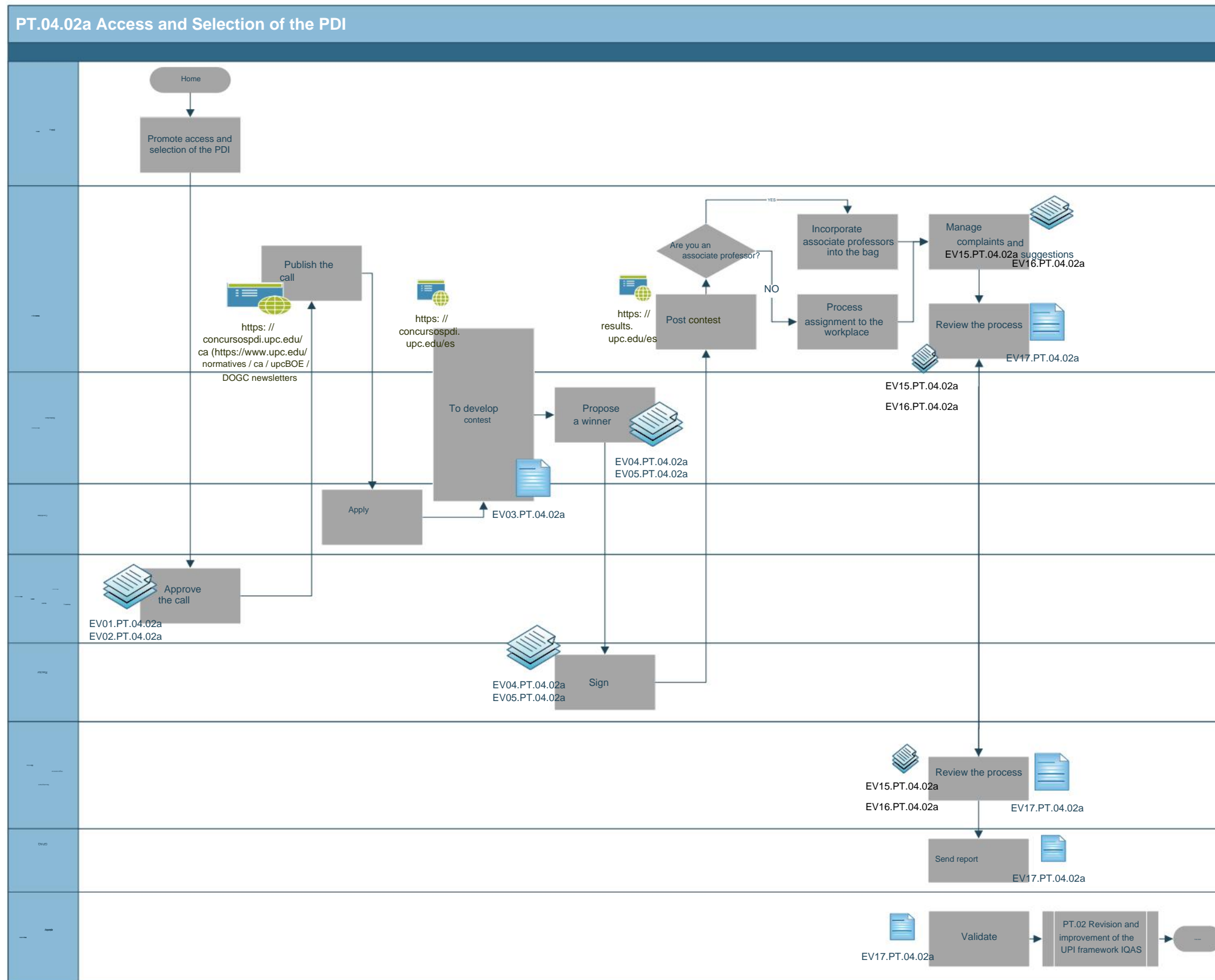
**Planning, Evaluation and Quality Office:** send the process review report to the Vice-Rector responsible for quality for validation.

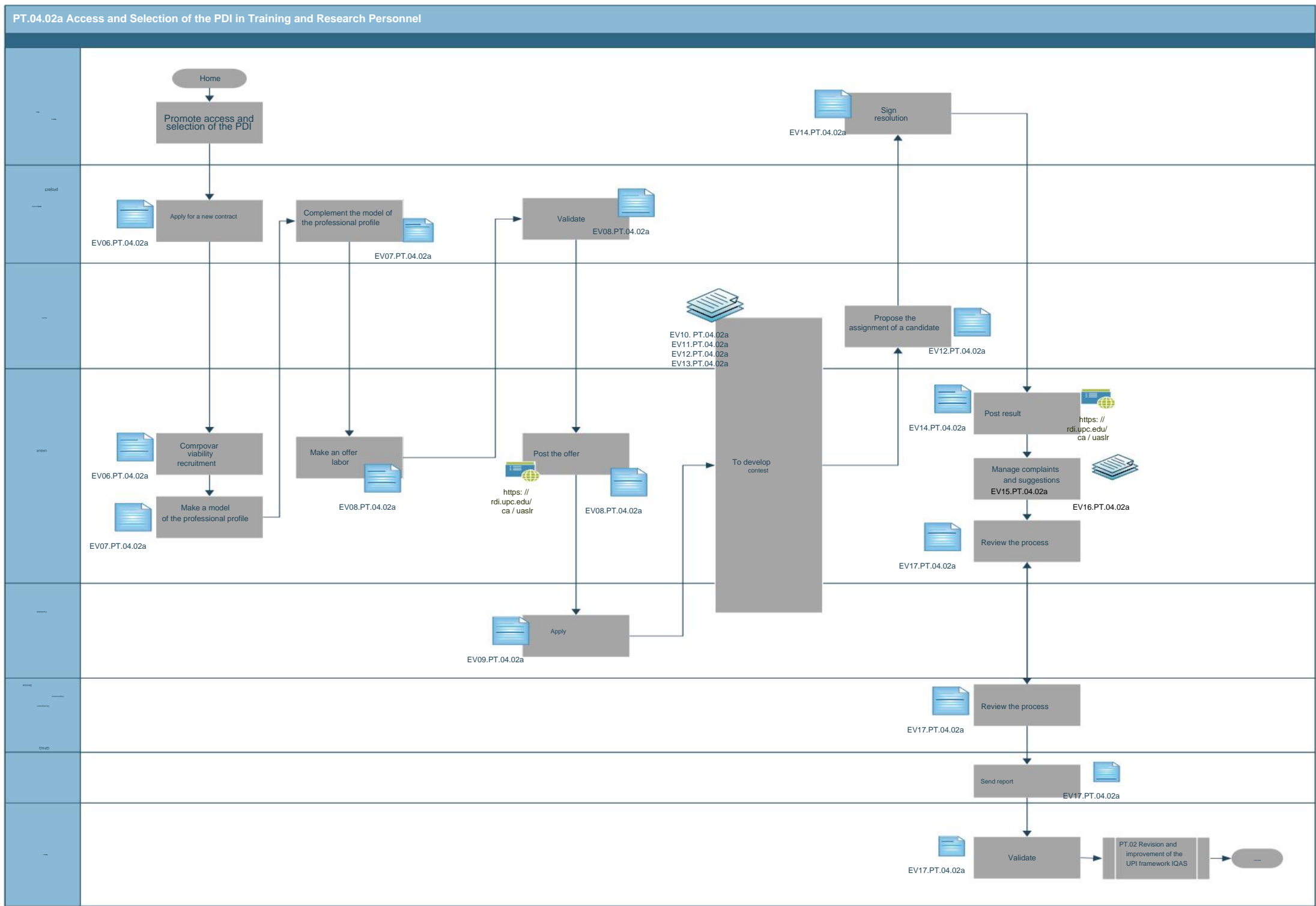
**Vice-rector responsible for evaluation and quality:** Validating the process review report, once validated, implies the approval of the changes in the process.

**9 SUMMARY SHEET**

<b>OWNERS OF PROCESS</b>		<b>Vice-rector responsible for Teaching Staff Policy and Researcher</b>
<b>RESPONSIBLE MANAGER</b>		<b>Teaching and Research Staff Area Research Advice and Support Unit</b>
<b>RESPONSIBLE OF APPROVAL</b>		<b>Governing Council</b>
	<b>MECHANISMS DE PARTICIPATION</b>	<ul style="list-style-type: none"> <li>• <b>Teaching and Research Staff and Teaching and Research Staff in Training:</b> The mechanisms for the participation of the PDI in the process are carried out mainly through the participation of its representatives in the governing bodies of the University and also through the representative bodies of the various groups (PDI Civil Service Board and PDI Labor Committee).</li> <li>• <b>Administrations and society in general:</b> Providing information, if necessary, through, among others, the Social Council.</li> </ul>
	<b>SURRENDER OF ACCOUNTS</b>	Throughout the access and selection process, advertising is guaranteed via the UPC's WEB, and via publications in official media such as the Official Gazette of the Generalitat de Catalunya.
<b>COLLECTION I ANALYSIS OF INFORMATION</b>		The Teaching and Research Staff Area and the Research Advice and Support Unit analyze and prepare the information regarding the access and selection of the PDI and PDI in training, PDI with SECTI contract and PDI with research staff contract with temporary nature of the Work and Service, respectively, as well as the channels used for its dissemination.
<b>FOLLOW-UP, REVIEW AND IMPROVEMENT</b>		<p>Annually, the process owners, with the support of the managers and the SDOs, are responsible for reviewing the operation of the process, which may lead to changes in this document.</p> <p>Monitoring, review and improvement are set out in point 5.4 of the process.</p>

10 FLOWOGRAM





## PT.04.02.B ACCESS AND SELECTION OF ADMINISTRATION AND SERVICES STAFF

### 1 PURPOSE

This process describes the system to be followed, the definition of tools and methodologies and the development of the selection processes to guarantee the quality, the efficiency and the efficiency in the access, the transfer and the promotion of the Personnel of Administration and Services.

### 2 ABAST

This document applies to the Administration and Services Staff (PAS), both civil servants and employees, who are linked to and provide their services in the different units of the Universitat Politècnica de Catalunya, as well as to the Support Staff at the Research that is linked and develops its activities to support research and / or knowledge transfer and / or research management in the different units of the Universitat Politècnica de Catalunya.

### 3 DEFINITIONS

You can consult the main terms that appear in this document by accessing the [glossary](#) of the University.

### 4 DESCRIPTION OF THE ACCESS PROCESS AND PASS SELECTION

#### Phases of the selection processes of civil servants and labor personnel

The process of access and selection for the PAS of the Universitat Politècnica de Catalunya is developed in four different phases:

1. Dissemination of the call and admission or exclusion of candidates
2. Selection and evaluation of candidacies
3. Result of the selection process
4. Evaluation and monitoring of the link to the UPC of temporary and temporary civil servants

#### Phase 1: Dissemination of the call and admission or exclusion of candidates

The process begins with the authorization to fill the vacancy or the need for reinforcement by the Manager (EV01.PT.04.02b) who also informs the Administration and Services Personnel Service. (SPAS) and the UPC Organizational Development Service (SDO).

Based on the organizational competencies of the specific profile of the position / s defined by the SDO, the SDP details the technical and personal competencies (EV02.PT.04.02b) required, with the participation of the organizational unit that has the need, and the bases of the call for the publication of the offer, in accordance with the established regulations.

The SDP publishes the call (EV03.PT.04.02b) with its bases of development of the process of selection in the web of the SDP, in the section of contests and oppositions of PAS, and in his case through other media such as official newspapers (DOGC), school job boards, professional colleges, etc.

<https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/convocatories-de-concursos>

Once the corresponding calls have been made, the Professional Development Service receives the applications from the candidates (EV04.PT.04.02b) and draws up the provisional list of admitted and excluded people (EV05.PT. 04.02b), after checking the requirements for admission specified in

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the basics. After the period of the period of allegations and resolved the same, the definitive list is published (EV06.PT.04.02b).

### Phase 2: Selection and evaluation of applications

The selection process and the evaluation of applications are carried out by the selection board appointed in accordance with the rules of the call.

The court sets and makes public the evaluation criteria for the different exercises / tests and the curricular analysis before it is carried out. After evaluating the different exercises of the process, the court in the minutes proposes the winner (EV07.PT.04.02b), and the manager signs the resolution with the name of the winner. (EV08.PT.04.02b) which is published on the website <https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/convocatories-de-concursos>.

In open competitions and open competitions there is a period of selective internships in which the work and the adequacy of the future civil servant are evaluated, developing the tasks of the job and woman.

as a result a report that is part of the selection process (EV9.PT.04.02b), in case the result of the evaluation of the practices is unfit, the opposition or competition is not passed.

People who have passed the different selection stages and have not been winners join, with the prior authorization of the interested party, the job market for future temporary or temporary needs.

### Phase 3: Result of the selection process

The result of the process is published on the SDP website or in the case of official newspapers (DOGC) and is resolved with the proposal of the winning person (s) (EV07.PT.04.02b) which is communicated to the PAS Service by such as to formalize their link.

In the event that no candidate has been selected, the result will become vacant or vacant. In these cases, a new deadline for submitting applications may be given or a new call for applications may be made.

Within the first six months of the person's incorporation, the SDP sends a questionnaire to the head of the unit in order to collect the necessary information on the person's performance and the initial assessment of the task performed as well. their adaptation and integration into the workplace. The SDP gives information and feedback to the interested party to improve and, if necessary, to redirect actions based on the results.

At the end of the internship, the SDP again addresses a questionnaire to the head of the unit in order to collect complete information on the person's performance and assessment, work performed and results of service provision. in the unit. The SDP provides information and feedback to the interested party.

## • RESEARCH SUPPORT STAFF

### Phase 1: Dissemination of offers and submission of applications

The process begins with the receipt by the UASLR of the document "contract application" (EV10.PT.04.02b) signed by the PDI responsible for the project and the person in charge of the structural unit where the person to be contracted must be assigned. This application must include the contractual category along with other data. The UASLR makes the necessary checks. Once the application has been validated, the form "model of the professional profile" (EV11.PT.02.02b) is sent, which contains the programming for the competition / call to the responsible person who must return it filled in with the characteristics of the required professional profile.

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Once the UASLR receives the form with all the data, the document "Job offer" is prepared. (EV012.PT.04.02b) which has been validated by the person in charge of the contract application. The UASLR publishes this document at <https://rdi.upc.edu/ca/uaslr/vols-dedicar-te-a-la-recerca>, once validated, together with the competition rules signed by the Manager (EV13 .PT.02.01b) and on [the EURAXESS portal, yes escau.](#)

In the published offer, the candidates have a link that leads directly to the " application form" (EV14.PT.04.02b), where they incorporate their data and the requested documents. Once the form has been filled in, the system automatically registers it in the UPC's Electronic Register and sends the candidates proof of their application.

At the end of the period for receiving applications, the UASLR reviews the applications received, contacts the candidates who lack documentation in order to complete their application and, once verified, fills in the document "list of applications 'admitted and excluded' (EV15.PT.04.02b).

Once the bids have been published, the PASL committee is notified so that it can appoint its representative to the competition court.

#### Phase 2: Selection and evaluation of applications

The court that has to resolve the competition is made up of: a representative of the Contracting Unit, a representative of the Labor and Administrative Services Personnel Committee and a UASLR technician.

The day before the scheduled date for the constitution of the court the UASLR sends through the e-Tramita application, to the Representative of the Contracting Unit, and to the representative appointed by the PASL Committee the following documentation: act of constitution of the court (EV16.PT.04.02b), evaluation criteria (EV17.PT.04.02b), list of admitted and excluded (EV15.PT.04.02b and the link to the virtual meeting).

The members of the court review the documentation and return it signed, using the same application, before the date of constitution of the court.

Once the tribunal has been set up, all applications for the curriculum will be assessed in accordance with the established criteria. If all members agree on the curricular assessment, the best candidate is identified and the competition is resolved. In the event that it is not identified or that there is no unanimity, it is decided to call a test and / or interview.

The whole procedure is reflected in the result report (EV18.PT.04.02b) which together with the assessment (s) of the candidates is sent by e-Procedure to all members of the court who will have to sign them. or reject, depending on whether they agree or disagree.

The resolution with the result of the competition (EV19.PT.04.02b) is signed by the Manager and published on the website.

The SDP publishes the different phases and the results of the process of access and selection of the PAS on the web: <https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/convocatories-de-contests>, and the UASLR publishes the different phases and results of the process of access and selection of the PDI Teaching and Researcher in training and of the Research Personnel in the web : [https://rdi.upc.edu/ca/uaslr/vols-dedicar-to-search-offers / offers-PSR / competitions-psr / active-competitions.](https://rdi.upc.edu/ca/uaslr/vols-dedicar-to-search-offers/offers-PSR/competitions-psr/active-competitions)

In any case, the units mentioned in the previous paragraph must ensure that the information is accessible to all stakeholders.



#### 4.1 Complaints and suggestions

The defined channels for receiving complaints (EV20.PT.04.02b) and suggestions (EV21.PT.04.02b) linked to this process are:

Administration and Services Staff: through a contact form, from which all communications linked to it are managed.

For the PAS, the collection of suggestions and improvement is being systematized through a survey of the members of the courts at the end of the respective selection processes.

- **Research Support Staff:** [single point of contact, the attention mailbox puc.personal@upc.edu](mailto:puc.personal@upc.edu) or the address [concursos.psr@upc.edu](mailto:concursos.psr@upc.edu)

If any complaints or suggestions are received, managers will respond by acknowledging the suggestion, collecting it, and supporting the process manager when reviewing it in the process evaluation report. If the impact of the complaint or suggestion is less or only useful if it is implemented immediately, managers can carry it out without waiting for the evaluation of the process. Finally, the person who made the suggestion is informed whether or not any changes have been made and the reasons are justified.

#### 4.2 Review of the process

Annually, the owners of the subprocess with the support of the Head of the Professional Development Service as well as the head of the Research Advice and Support Unit as the managing owners of the process and the Organizational Development Service, are in charge of the review of the operation of the process, evaluation of its effectiveness and elaboration of the report of evaluation of the operation of the process (EV22.PT.04.02b) according to the template in Annex 1. This is done taking into account:

- The established indicators
- Modifications to current regulations
- The publication of new legislation or regulations, both internal and external, that affects the process
- Complaints and suggestions received from agents involved in this process
- Proposals for improvement received from academic units as a result of the review process and improvement of their IQAS, and which are included in the review report of this process (See appendix 1).

The process review also analyzes possible changes that may occur at any time of the year in the external or internal context.

Once the process review report has been prepared (EV22.PT.04.02b), the UPC's Planning, Evaluation and Quality Office (GPAQ) sends it to the Vice-Rector responsible for evaluation and quality for its validation and proceeds according to PT 02 Revision and improvement of the quality manual of the UPC and of the transversal processes.

### 5 INDICATORS

Information on the indicators and their values is available on the cross-sectional indicators scoreboard: [https://www.upc.edu/qualitat/ca/qualitat-institucional/sigg-upc/processos transversals](https://www.upc.edu/qualitat/ca/qualitat-institucional/sigg-upc/processos_transversals)

**PT.04.02 Access and Selection PDI and PAS**

Indicator code *	First name	Description
IN17.PT.04.02.b	Name of suggestions received	Number of suggestions received in the channel defined in the process.
IN18.PT.04.02.b	Number of complaints received	Number of complaints received
IN19.PT.04.02b	Places of PAS-F convened in selection processes	PAS-F places announced in selection processes
IN20.PT.04.02b	Places of PAS-L convened in selection processes	PAS-L vacancies announced in selection processes
IN21.PT.04.02b	Percentage of PAS-F competitions resolved in first offer	Percentage of PAS-F tenders resolved in the first bid
IN22.PT.04.02b	Percentage of PAS-L competitions resolved in first offer	Percentage of PAS-L tenders resolved in the first bid

\* It has been decided to keep the original coding of the indicators, although it is not correlative accordingly of the review process.

**6 EVIDENCE**

Identification	Custody manager	Archive location	Conservation time
EV01.PT.04.02b Authorization Manager	Development Service Professional	Institutional repositories	Conservation permanent
EV02.PT.04.02b Square specific profile	Development Service Professional	Institutional repositories	Conservation permanent
EV03.PT.04.02b Rules of the call	Development Service Professional	Institutional repositories	Conservation permanent
EV04.PT.04.02b Applications	Development Service Professional	Institutional repositories	Conservation permanent
EV05.PT.04.02b admitted / excluded Provisional list	Development Service Professional	Institutional repositories	Conservation permanent

**PT.04.02 Access and Selection PDI and PAS**

EV06.PT.04.02b List admitted / excluded definitive	Development Service Professional	Institutional repositories	Conservation permanent
EV07.PT.04.02b Acta	Development Service Professional	Institutional repositories	Conservation permanent
EV08.PT.04.02b Winning person resolution	Development Service Professional	Institutional repositories	Conservation permanent
EV09.PT.04.02b Report period for selective internships and open access competitions	Development Service Professional	Institutional repositories	Conservation permanent
EV10.PT.04.02b Contract application	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV11.PT.04.02b Model of the professional profile	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV12.PT.04.02b Job offer	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV13.PT.04.02b Contest rules signed by Manager	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV14.PT.04.02b Application form	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV15.PT.04.02b List of admitted / excluded	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV16.PT.04.02b Court constitution act	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent

**PT.04.02 Access and Selection PDI and PAS**

EV17.PT.04.02b Evaluation criteria	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV18.PT.04.02b Candidate evaluation report	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV19.PT.04.02b Winning person resolution	Advisory Unit i Staff Service Research Support	BBDD Sophia	Conservation permanent
EV20.PT.04.02b Complaints	Development Service Professional  Advisory Unit i Staff Service Research Support	Institutional repositories	5 years
EV21.PT.04.02b Suggestions	Development Service Professional  Advisory Unit i Staff Service Research Support	Institutional repositories	5 years
EV22.PT.04.02b Process performance evaluation report of	Development Service Professional  Advisory Unit i Staff Service Research Support	Institutional repositories	Conservation permanent

**7 RESPONSIBILITIES****Thread owners:**

**Manager:** promotes proposals and informs the governing bodies of the new PAS guidelines and policies.

**Vice-Rector for Teaching and Research Policy:** prepares ordinary action proposals, implements ordinary and extraordinary policies, evaluates the results of these policies, and makes proposals for improving processes or new guidelines. to the governing bodies for approval, dissemination and implementation.

The owners of the sub-process, with the support of the Professional Development Service and the Personnel Service Research Advisory and Support Unit, must review its proper functioning and implement, if necessary, proposals for improvement. In the event that the process is subject to modification or update, it must carry out the corresponding updates and communications to the agents involved in it. They must prepare the report evaluating the operation of the process.

## PT.04.02 Access and Selection PDI and PAS

### Other agents involved:

**Professional Development Service (Manager responsible for Access and Selection of Administration and Services Staff):** To support the review of the proper functioning of the process and the implementation, where appropriate, proposals for improvement. In the event that the process is subject to modification or update, it must carry out the corresponding updates and communications to the agents involved in it.

**Personnel Service Research Advisory and Support Unit (Managing Manager in the matter of Access and Personal Selection of Research Support):** To support the review of the good functioning of the process and the implementation, if necessary, proposals for improvement. In the event that the process is subject to modification or update, it must carry out the corresponding updates and communications to the agents involved in it.

**Professional Development Service:** proposes to the manager, executes, measures, evaluates and monitors for the continuous improvement of these actions of the process.

**Research Service Employment Advice and Support Unit (UASLR):** Executes the process of accessing and selecting Research Support Staff.

**Courts and selection committees:** carry out the evaluation of the candidacies and the proposal of assignment to the vacancies.

**UPC Equality Unit:** develops the functions related to the principle of equality, non-discrimination and respect for diversity, coordinating and promoting the actions, related to this competence, of the different units and services of the UPC.

university.

**Organizational Development Service:** to support the managing owners in reviewing the operation of the process, as well as in the preparation of the evaluation report and in the proposals to the PACO the process. Send the report as well as, if applicable, the new

**Planning, Evaluation and Quality Office:** send the process review report to the Vice-Rector responsible for quality for validation.

**Vice-Rector for Quality:** Validating the process review report, once validated, implies approval of changes to the process.

## 8 REGULATIONS / REFERENCES

### External frame

- 9 Law 39/2015, of 1 October, on the common administrative procedure of public administrations

[https://www.boe.es/boe\\_catalan/dias/2015/10/02/pdfs/BOE-A-2015-10565-C.pdf](https://www.boe.es/boe_catalan/dias/2015/10/02/pdfs/BOE-A-2015-10565-C.pdf)
- 9 Law 40/2015, of 1 October, on the legal regime of the public sector

[https://www.boe.es/boe\\_catalan/dias/2015/10/02/pdfs/BOE-A-2015-10566-C.pdf](https://www.boe.es/boe_catalan/dias/2015/10/02/pdfs/BOE-A-2015-10566-C.pdf)
- 9 Royal Decree 2271/2004, of 3 December, which regulates access to public employment and the provision of jobs for people with disabilities

<https://www.boe.es/buscar/act.php?id=BOE-A-2004-21221>
- 9 Law 53/2003, of 10 December, on the public employment of the disabled

<https://www.boe.es/buscar/doc.php?id=BOE-A-2003-22717>



PT.04.02 Access and Selection PDI and PAS

- ⋄ Law 17/1985, of 23 July, on the civil service of the Administration of the Generalitat

<https://portaljuridic.gencat.cat/eli/es-ct/l/1985/07/23/17>
- ⋄ 6th. Collective labor agreement for administration and employment services staff of Catalan public universities (Effectiveness of the 6th Labor Agreement. and once ratified by the competent bodies, the full validity and effectiveness of the 6th Convention)

<https://www.udg.edu/ca/Portals/7/VI%20Conveni%20collectiu%20PAS-Lt%20DOGC%2018-01-2016.pdf>
- ÿ Correction of errors VI collective agreement of personnel of administration and labor services

<https://www.udg.edu/ca/Portals/7/conveni%20laboral%20correccio%20errades%20dogc%201012016%20.pdf>
- ÿ Decree 56/2012, of 29 May, on working hours and hours for civil servants in the service of the Administration of the Generalitat

[http://cido.diba.cat/legislacio/1580126/decret-562012-de-29-de-maig-sobre-jornada-i-hours\\_of-work-of-staff-civil\\_servants-in-the-administration-service\\_of-the-generality-department-of-government-and-institutional-relations](http://cido.diba.cat/legislacio/1580126/decret-562012-de-29-de-maig-sobre-jornada-i-hours_of-work-of-staff-civil_servants-in-the-administration-service_of-the-generality-department-of-government-and-institutional-relations)
- ⋄ Law 8/2006, of 5 July, on measures to reconcile the personal, family and work life of staff in the service of the public administrations of Catalonia

[https://portaljuridic.gencat.cat/ca/pjur\\_ocults/pjur\\_resultat\\_fitxa/?action=fitxa&documentId=405345](https://portaljuridic.gencat.cat/ca/pjur_ocults/pjur_resultat_fitxa/?action=fitxa&documentId=405345)
- ÿ European Researcher's Charter and Code of Conduct for the Recruitment of Researchers

<http://www.ciencia.gob.es/portal/site/MICINN/menuitem.8ce192e94ba842bea3bc811001432ea0/?vgnnextoid=c71a215bd90c4410VgnVCM1000001d04140aRCRD>
- ⋄ Law 26/2010, of 3 August, on the legal and procedural regime of the public administrations of Catalonia

<https://portaljuridic.gencat.cat/ca/document-del-pjur/?documentId=546116>
- ÿ Legislative Decree 1/1997, of 31 October, approving the recast in a single text of the precepts of certain legal texts in force in Catalonia in matters of civil service

[http://portaljuridic.gencat.cat/ca/pjur\\_ocults/pjur\\_resultat\\_fitxa/?action=fitxa&documentId=174084](http://portaljuridic.gencat.cat/ca/pjur_ocults/pjur_resultat_fitxa/?action=fitxa&documentId=174084)
- ÿ Decree 123/1997, of 13 May, approving the General Regulations for the Provision of Jobs and Professional Promotion of Civil Servants of the Administration of the Generalitat de Catalunya

<https://portaljuridic.gencat.cat/ca/document-del-pjur/?documentId=144359>
- ÿ Decree 28/1986, of 30 January, on the Staff Selection Regulations of the Administration of the Government of Catalonia

<https://portaljuridic.gencat.cat/ca/document-del-pjur/?documentId=17648>
- ÿ Decree 66/1999, of 9 March, on access to the civil service for people with disabilities and multi-professional assessment teams

[http://cemical.diba.cat/codibasic/fixers/D66\\_99\\_discapacitats.pdf](http://cemical.diba.cat/codibasic/fixers/D66_99_discapacitats.pdf)



PT.04.02 Access and Selection PDI and PAS

• RDL 2/2015, of 23 October, approving the revised text of the Law on the Statute of Workers

<https://www.boe.es/buscar/pdf/2015/BOE-A-2015-11430-consolidado.pdf>

• Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees

<https://www.upc.edu/normatives/ca/>

• Law 1/1998, of 7 January, on language policy

[https://llengua.gencat.cat/ca/serveis/legislacio\\_i\\_drets\\_linguistics/llei\\_de\\_politica\\_linguistica/](https://llengua.gencat.cat/ca/serveis/legislacio_i_drets_linguistics/llei_de_politica_linguistica/)

• Legislative Decree 1/1997, of 31 October, approving the recast in a single text of the precepts of certain legal texts in force in Catalonia in matters of civil service.

<https://www.boe.es/buscar/doc.php?id=DOGC-f-1997-90001>

• Decree 161/2002, of 11 June, on the accreditation of the knowledge of Catalan and Aranese in the processes of selection of personnel provision of jobs of the public administrations of Catalonia

<http://cido.diba.cat/legislacio/241205/decret-1612002-d11-de-juny-sobre-lacreditacio-del-conoscente-del-catala-i-laranes-en-els-processos-de-seleccio-de-personal-and-provision-of-jobs-of-the-public-administrations-of-catalonia-presidency-of-the-generalitat>

• Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and by which Directive 95/46 / EC (General Data Protection Regulation) is repealed

<https://www.boe.es/doue/2016/119/L00001-00088.pdf>

• Transitional Provision Agreement 17th Labor PAS Agreement of November 21, 2019

<https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/acord-disposicio-transitoria-17a-conveni-pas-trabajo.pdf>

**Internal frame:**

• Statutes of the Universitat Politècnica de Catalunya

<https://www.upc.edu/normatives/ca/documents/altres-acords/estatuts-navegables-text-consolidat/estatuts-2012-version-navigable>

• Agreement GOV / 43/2012, of 29 May, approving the amendment to the Statutes of the Universitat Politècnica de Catalunya and the publication of its full text is ready

<http://cido.diba.cat/legislacio/1580602/acord-gov432012-de-29-de-maig-pel-qual-saprova-la-modified-of-the-statutes-of-the-university-politecnica-de-catalunya-and-you-have-the-publication-of-your-full-text>

• Correction of errors in agreement GOV / 43/2012, of 29 May, approving the modification of the Statutes of the Universitat Politècnica de Catalunya

<http://cido.diba.cat/legislacio/1580602/acord-gov432012-de-29-de-maig-pel-qual-saprova-la-modified-of-the-statutes-of-the-university-politecnica-de-catalunya-and-you-have-the-publication-of-your-full-text>



PT.04.02 Access and Selection PDI and PAS

- ÿ Agreement no. 32/2005 of the Governing Council approving the profile manual of the positions of work of the administration and services staff of the UPC.

<https://www.bupc.webs.upc.edu/bupc/hemeroteca/2005/b73/40-01-2005.pdf>
- ÿ Agreement CG / 2020/08/23, of 9 December, of the Governing Council, approving the offer The public employment offer of the PAS 2020

<https://govern.upc.edu/ca/consell-de-govern/consell-de-govern/sessio-07-2020-del-consell-de-govern/comissio-de-personnel-i-accio-social-pendent-celebration-approval-of-12019public-offer-d2019occupation-of-step-2020>
- ÿ Agreement no. 108/2015, approving the modification of the Labor Management Manual for Research, and its recast in a single text

[https://www.upc.edu/normatives/ca/butlleti-upc/hemeroteca/2014-2015/butlleti-upc-164/copy\\_of\\_bupc-num-docs/docs-consell-govern/6.21-approvacio-de-la-modification-from-the-job-management-manual-for-research-and-its-recast-into-a-single-text](https://www.upc.edu/normatives/ca/butlleti-upc/hemeroteca/2014-2015/butlleti-upc-164/copy_of_bupc-num-docs/docs-consell-govern/6.21-approvacio-de-la-modification-from-the-job-management-manual-for-research-and-its-recast-into-a-single-text)
- ÿ Agreement no. 124/2008, approving the document on UPC research staff

<https://www.upc.edu/normatives/ca/documents/consell-de-govern/18-07-08.pdf>
- ÿ Agreement for the creation of the temporary administrative job vacancy

<https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/normativa-upc/pacte-2019-borsa-interinatges-c2.pdf>
- ÿ Development agreement at the UPC DT 17th 6th Labor PAS Agreement of 19 December 2019

<https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/PactedesenvolupamentalaUPCDT17a6econveniPASLaboral.pdf>
- ÿ Agreement for the development of the extraordinary stabilization processes and the Public Offering of Employment of the Personnel of Administration and Services

[https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/Estabilitzaci\\_pacte\\_2019.pdf](https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/Estabilitzaci_pacte_2019.pdf)
- ÿ Agreement no. 27/2008 of the Governing Council, approving the agreement between the Management and the Board of the PAS civil servant of the Universitat Politècnica de Catalunya regarding: Internal regulations on mobility and system for filling vacancies with technical / technical profiles of support and secretary until level 18, of the PAS civil servant of the UPC

<https://www.upc.edu/bupc/hemeroteca/2008/b104/32-02-2008.pdf>
- ÿ Agreement no. 24/2008 of the Governing Council, approving the agreement for the stabilization of positions of work that are occupied by temporary staff

<https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/29022008AcordGovernestabilitzaci-personal-temporal.pdf>
- ÿ Agreement no. 181/2007 of the Governing Council, approving the proposal for the development of the agreement for the partial retirement plan for the PAS workforce of the Universitat Politècnica de Catalunya

<https://www.upc.edu/bupc/hemeroteca/2007/b102/24-11-2007.pdf>
- ÿ Agreement no. 85/2007 of the Governing Council, approving the proposed agreement for the selection of temporary staff



**PT.04.02 Access and Selection PDI and PAS**

<https://www.upc.edu/bupc/hemeroteca/2007/b98/18-05-07.pdf>

ÿ Agreement no. 170/2005 of the Governing Council, ratifying the Development Agreement of the regulation of proven capacity

<https://www.upc.edu/bupc/hemeroteca/2005/b78/19-06-2005.pdf>

ÿ Agreement no. 17/1996 of the Governing Council, approving the new orientation in the policy of administration and services staff of the UPC

[https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas /  
normatives / copy\\_of\\_Acord171996LNOPAS.pdf](https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/copy_of_Acord171996LNOPAS.pdf)

ÿ Protocol on safety and health for applicants in selection processes

[https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas /  
normatives / Protocolseguretatprovesprocessosselectius.pdf](https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/Protocolseguretatprovesprocessosselectius.pdf)

ÿ Agreement no. 24/2008, of the Governing Council, approving the agreement for the stabilization of positions of work that are occupied by temporary staff

[https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas /  
normatives / 29022008AcordGovernestabilitzacipersonaltemporal.pdf](https://www.upc.edu/sdp/ca/concursos-i-oposicions-del-pas/normatives/29022008AcordGovernestabilitzacipersonaltemporal.pdf)

ÿ Agreement no. 181/2007 of the Governing Council, approving the proposal for the development of the agreement for the partial retirement plan for the PAS workforce of the Universitat Politècnica de Catalunya

<https://www.upc.edu/bupc/hemeroteca/2007/b102/24-11-2007.pdf>

**9 SUMMARY SHEET**

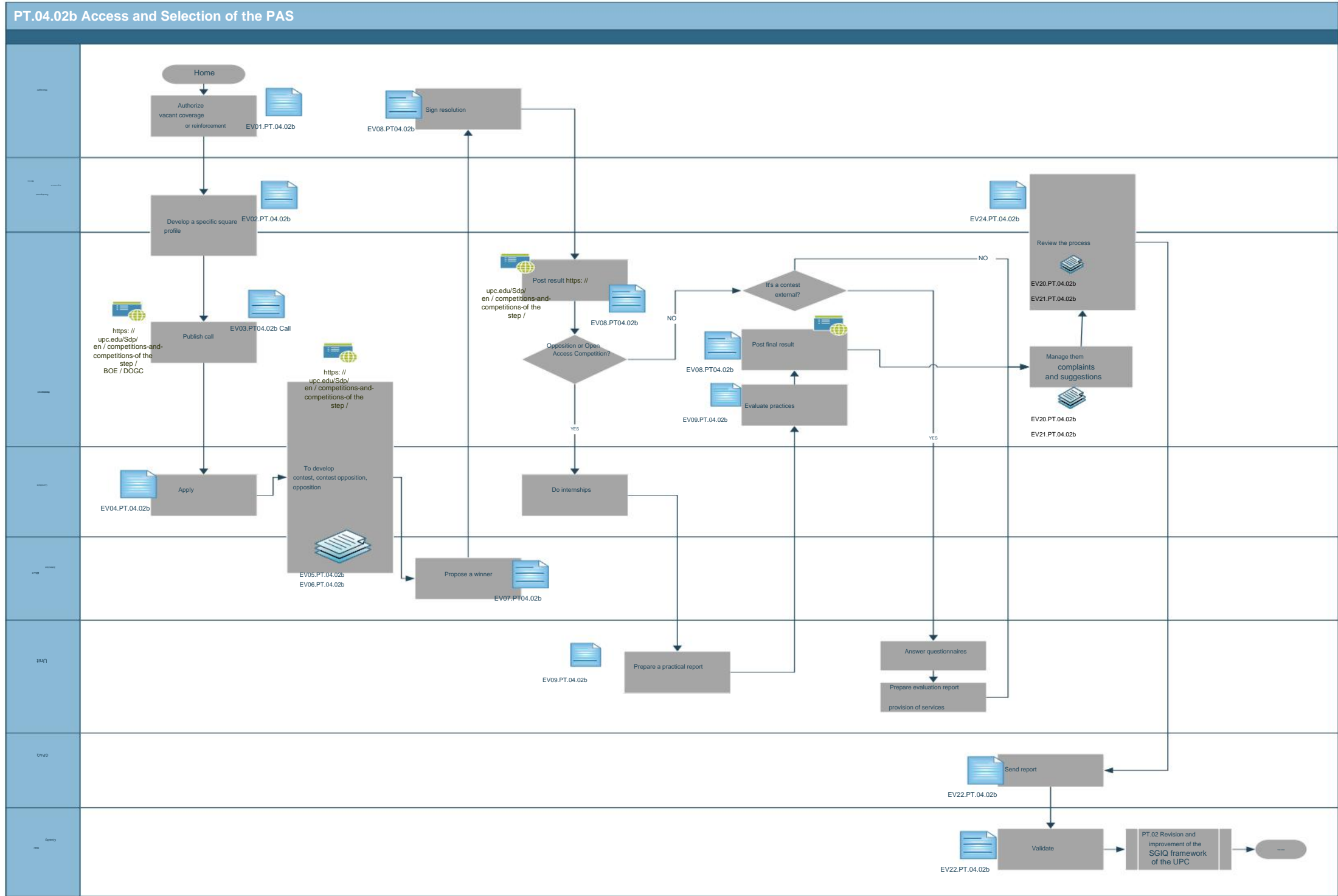
<b>OWNERS OF PROCESS</b>	<b>Manager</b> <b>Vice-rector responsible for Teaching and Research Staff Policy</b>
<b>RESPONSIBLE MANAGER</b>	<b>Professional Development Service</b> <b>Personnel Service Research Advice and Support Unit</b>
<b>RESPONSIBLE OF APPROVAL</b>	<b>Governing Council</b>
<b>MECHANISMS DE PARTICIPATION</b>	<ul style="list-style-type: none"> <li>• <b>Administration and Services Staff and Research Support Staff:</b> The mechanisms for the participation of the PAS and the PSR in the process are carried out (in the first phase) mainly through the participation of their representatives in the governing bodies of the University and also through the social agents of the diverse groups (Board of the PAS Civil servant and Committee of the Labor Labor) that participate directly in all the contests like representatives of the PAS.</li> </ul>



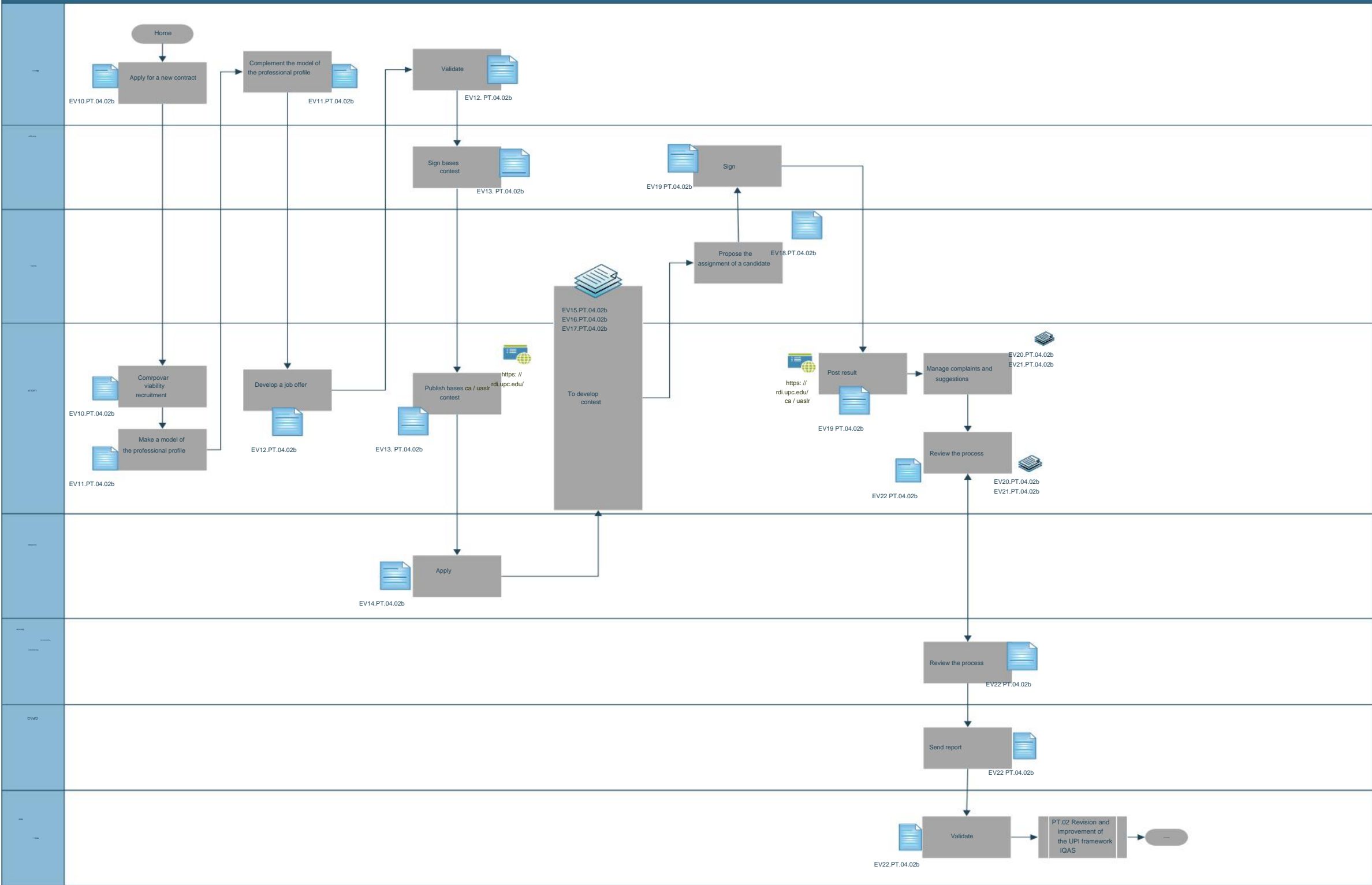
PT.04.02 Access and Selection PDI and PAS

		<ul style="list-style-type: none"> <li>• <b>Administrations and society in general:</b> Providing information, if necessary, through, among others, the Social Council.</li> </ul>
	<b>SURRENDER OF ACCOUNTS</b>	Throughout the access process, advertising is guaranteed via the UPC's WEB, and via publications in official media such as the Official Gazette of the Generalitat de Catalunya.
	<b>COLLECTION AND ANALYSIS OF INFORMATION</b>	The Professional Development Service and the Research Service the Unit Advisory and Support Service of the Personnel Service analyze and prepare the information regarding the access and selection of the PAS and the PSR, as well as the channels used for its dissemination.
	<b>FOLLOW-UP, REVIEW AND IMPROVEMENT</b>	<p>Annually, the process owners, with the support of the managers and the SDO, are in charge of reviewing the operation of the process, which may lead to changes in this document.</p> <p>Monitoring, review and improvement are set out in point 5.4 of the process.</p>

10 FLOWOGRAM



PT.04.02b Access and Selection of the PSR



**11 ANNEX**

Process performance evaluation report			
<b>Name and code of the process under review:</b>			
Revision Date:			
Name of process and review manager:			
Version and date at the time of revision:			
Question	Yes	No	Comment (briefly explain the non-compliance or incident detected / received)
Has any change in the activities contemplated in the description of the process been detected and incorporated?			
Have new indicators been added to the process? Which?			
Have any complaints, suggestions or suggestions for improving the process been received by any stakeholders? Indicate which ones have been, justify whether proposals for improvement will be made and, if so, indicate which ones.			
<b>Suggestions for improvement / modification (PM)</b> Must be used as PM.PTXX.YY.Z code where XX is the code of process, YY is the year of the proposal and Z is the proposal number.	<b>Brief description of the proposal</b>		
PM.PTXX.YYYY.Z	- Does it involve the modification of the process involved ? - Diagnosis: - Objectives to be achieved: - Proposed actions: - Priority:  - Responsible: - Terms: course xxxx-xxxx - Started: (Yes / No)		
General remarks			