

**REGULATIONS GOVERNING THE PROCEDURE FOR THE SELECTION OF (NON-TENURED)
ASSOCIATE PROFESSORS FOR THE UDC
(APPROVED BY THE GOVERNING COUNCIL ON 30 APRIL 2014)**

1. GENERAL RULES

The recruitment process for positions as (non-tenured) associate professor shall be governed by the terms and conditions of the corresponding call for applications and by the provisions of the following regulations:

- Chapter I of Title IX of Organic Law 6/2001, of 21 December, on Universities (BOE of 24 December), as amended by Organic Law 4/2007, of 12 April (BOE of 13 April).
- Regional Decree 266/2002, of 6 September, on the recruitment of university teaching staff (DOG of 17 September 2002).
- Statutes of the University of A Coruña, approved by Decree of the Xunta de Galicia of 13 May 2004 (DOG of 26 May 2004) and amended by Decree 194/2007, of 11 October (DOG of 17 October).
- II Collective agreement for the teaching and research staff of the universities of A Coruña, Santiago de Compostela and Vigo (DOG of 14 April 2011). Extended by Resolution of 12 July 2013, of the Directorate General for Labour and Social Economy (DOG of 29 July 2013).
- The agreements of the Governing Council that are applicable to the call for applications.
- The remaining regulations of general application.

2. CALLS FOR APPLICATIONS AND THEIR SUBMISSIONS

2.1. The call for applications shall define the position in accordance with the name of the knowledge area by indicating the department to which it corresponds and the teaching activities to be carried out by the successful applicant. These activities, where appropriate, shall refer to one or more of the subjects that will have to have been taken for the award of official qualifications. These teaching activities shall not bind applicants to the subsequent teaching of specific areas.

2.2. Applications shall be submitted at the General Registry of the University or at the Elviña or Ferrol auxiliary registries, or by means of any of the procedures established in Article 38 of Law 30/1992, of 26 November, on the Legal Framework for Public Authorities and General Administrative Procedures (BOE of 27 November), through the official form provided by the Chancellor's Office, the Vice-Chancellor's Office of the Ferrol Campus's Office and the University's website. The form to be used for submitting a curriculum vitae will be available on the University's website.

2.3. Applications must be submitted together with the rest of the supporting documentation.

2.4. The deadline for applications shall be no less than 10 working days.

3. REQUIREMENTS

3.1 To apply for the advertised positions, applicants must meet the following requirements by the established deadline:

- a) Applicants must be at least eighteen years of age and not have reached the legal retirement age.
- b) Applicants must hold a doctorate degree. In the case of applicants who have studied outside Spain, all academic qualifications must be officially recognised by the Spanish Ministry of Education. In the case of applicants with qualifications from the European Union, applicants must present either their official accreditation or a credential of recognition for the exercise of the profession of university professor.
- c) Applicants must not have any illness or be affected by a physical or mental impairment that would be incompatible with the corresponding duties.

- d) Applicants must not have been suspended from service or disqualified from exercising public-service duties. Likewise, the appointment of the advertised positions will be subject to Law 53/1984, of 26 December 1984, and to the implementing regulations regarding incompatibilities.
- e) Applicants of foreign nationality must not have been subject to a disciplinary sanction or criminal conviction that prevents, in their State, access to the Civil Service.
- f) Applicants must present a previous favourable evaluation for the role of (non-tenured) associate professor by the Agency for Quality Assurance in the Galician University System (ACSUG) or, where appropriate, from any other evaluation entity, as determined by laws in other Autonomous Communities as long as a prior agreement or arrangement exists with the Autonomous Community of Galicia.

Requirements (c), (d) and (e) must be proven at the time of contract signing.

4. DOCUMENTATION

4.1. To be admitted into the recruitment process, applicants must provide the following documentation with their application:

- a. A copy of their DNI (Spanish National ID) or equivalent document.
- b. A certified or legalised copy of the required academic qualifications or a certification confirming the payment of the issuing fees. In the case where the applicant has studied outside Spain, all academic qualifications must be officially recognised by the Spanish Ministry of Education. In the case of applicants with qualifications from the European Union, applicants must present either the official accreditation or a credential of recognition for the exercise of the profession of university professor.
- c. Proof of payment of fees.
- d. Previous favourable evaluation for the role of (non-tenured) associate professor by the Agency for Quality Assurance in the Galician University System (ACSUG) or, where appropriate, from any other evaluating entity, as determined by laws in other Autonomous Communities as long as a prior agreement exists with the Autonomous Community of Galicia.

5. LIST OF ADMITTED AND EXCLUDED APPLICANTS

5.1. Upon expiration of the period of 10 working days following the deadline for applications, the list of admitted and excluded applicants will be published on the notice board of the Chancellor's Office of the University, on the notice board of the Vice-Chancellor's Office of the Ferrol Campus and on the University website, with express mention of the name and surname(s) and, where appropriate, the reasons for exclusion.

5.2. Excluded applicants will be given 10 working days, from the day after publication of the provisional list of admitted and excluded applicants, to submit requests to amend defects or errors in their application. Once this period has expired, the Chancellor will issue a resolution declaring the definitive list of admitted and excluded applicants approved, which will be published in the previously indicated places.

5.3. In accordance with the provisions of Article 59.6(b) of Law 30/1992, of 26 November, these publications will replace any personal notifications to the interested parties and will produce the same effects as a personal notification.

6. SELECTION COMMITTEE

6.1. In accordance with the provisions of Article 13.2. of Decree 266/2002, of 6 September, on the recruitment of university teaching staff, the selection committee shall consist of five professors with qualifications, specialisations and dedications equal to or higher than those indicated for the advertised position.

6.2. In addition, a member proposed by the representatives of employees shall form part of the selection committee, provided that the member is appointed within 10 working days of the notification by the university. Once this period has expired without any appointment made whatsoever, this right shall be forfeited. The member appointed by the representatives shall be given the right to speak, but not the right to vote.

6.3. According to Article 83 of the Statutes of the UDC, the selection committee for contract teaching and research staff shall be presided over by the dean or director of the centre and shall include the director of the department to which the position is assigned who shall act as secretary. It shall also include three members from the area of knowledge of the advertised position. These members shall be appointed by the Governing Council following a proposal of five members which shall be made by the Department Council. At least one of the selected members shall be a Civil Servant.

In the case that there is not a sufficient number of professors in the area that fulfil the requirements indicated in Section 6.1, professors shall be appointed from the related areas, which are outlined in Annex I of this document. In the case that there are still not enough professors, they shall be appointed by drawing lots at random from other teaching areas in the centre that consist of compulsory or basic subjects in the curricula.

In the same way, the substituting members of the committee shall be appointed in the event of the cases mentioned in the following article.

6.4. Appointment as a member of a committee is irrevocable, except in cases where there is a justified cause that impedes the member from acting as a committee member. In such case, the Chancellor shall consider the alleged cause and resolve within three working days upon receipt of the resignation, and said member shall be replaced with a substitute.

The members of the committee presenting any of the causes indicated in Article 28 of the Law on the Legal Framework for Public Authorities and General Administrative Procedures of 26 November 1992 (BOE of 27 November 1992) must abstain from action and communicate this to the Chancellor for the subsequent designation of the substitute within the period of three working days, as indicated in the previous paragraph.

6.5. In the case of absence or any other justified cause that prevents the president of the committee from carrying out their duties, the president shall be replaced by the vice-dean, deputy director or senior professor of the corresponding faculty or school. The secretary shall be replaced by the professor of the department with the highest position and seniority¹. The rest of the members shall be replaced by their respective substitutes. This situation must be communicated by the president of the committee to the Chancellor for the appointment of the substitute within three working days to happen.

6.6. The structure of the selection committee will be published in the resolution that approves the definitive list of admitted and excluded applicants.

The members of the selection committee for the recruitment of (non-tenured) associate professors shall receive the compensation established in Decree 144/2001, of 7 June, on compensation for service to personnel assigned to the Autonomous Administration of Galicia.

6.7. The selection committee shall aim to have an equal number of men and women, unless this is not possible under duly justified and objective reasons.

6.8. The selection will be carried out according to the constitutional principles of equality, merit and ability. In accordance with the provisions of Article 48 of Organic Law 4/2007, holding the official certification enabling participation in recruitment processes for university teaching positions shall be considered of particular merit in accordance with the provisions of this regulation.

¹ The order of position relating to the replacement of the president and secretary of the selection committee shall be as follows:

1. Full professor
2. (Civil servant) Associate professor
3. (Non-tenured) Associate professor

Seniority will always be understood as referring to the time spent at the UDC in the corresponding position.

7. COMMITTEE PROCEEDINGS

7.1. Once the definitive list of applicants and the composition of the committee have been published, the president of the committee shall, within 10 working days, convene and constitute it.

In the event that the committee is unable to convene, for justifiable reasons, within the aforementioned period of 10 working days from the publication of the definitive list, the president shall establish a specific date within the subsequent seven working days. This date shall be made available on the centre's notice board at least two working days in advance.

7.2. Should the previously mentioned deadlines expire without the committee being constituted, the Chancellor shall appoint a new president.

7.3. The committee shall always convene in the faculty or school to which the president belongs.

7.4. The committee shall be duly constituted with the presence of at least four of its members with voting rights, including the president and the secretary.

7.5. The committee resolutions, which shall always be justified, shall be adopted by the majority vote. In the event of no majority vote, the president shall have the casting vote.

7.6. In the same act of constitution, the committee shall establish the evaluation criteria, which, in all cases, shall consider the principles of merit and the ability of the applicants.

The criteria shall be published on the centre's notice board and on the University's website. Once published, the committee members will have access to the documentation submitted.

8. PROCEDURE FOR THE SELECTION OF (NON-TENURED) ASSOCIATE PROFESSOR

8.1. The president of the committee shall call the applicants to the presentation ceremony within a minimum period of 15 days and a maximum of two months. The date shall be calculated from the publication of the Chancellor's resolution approving the definitive list of admitted and excluded participants and the composition of the selection committee.

8.2. At the presentation ceremony, which shall be publicly held, applicants shall present the following documentation to the president:

- a. Five copies of the applicant's detailed record of academic, teaching and research work and, where appropriate, five copies of a record of the applicant's work in healthcare, as well as five copies of the publications and documents accrediting the information contained therein.
- b. Five copies of the teaching and research project that the applicant intends to carry out if awarded the applied position; the project shall comply with the established specifications indicated by the requirements of the recruitment process, if any.

8.3. At the presentation ceremony, the applicants will receive any instructions needed to carry out the exams; the order in which the applicants will sit the exams will also be determined by random allocation. The place, date and time of the start of the exams will be fixed.

8.4. The exams will be public and each exam will eliminate unsuccessful applicants.

8.5. The first exam will be an oral presentation of the applicant's merits and their academic, teaching and research record and, where appropriate, a record of the applicant's work in healthcare. The applicant must also present the teaching and research project that will be carried out if awarded the position.

8.6. Each applicant shall not exceed 90 minutes for their presentation.

8.7. Following the presentation, the committee shall discuss the applicant's merits, academic and research record, and the teaching and research project presented with the applicant for a maximum of two hours.

8.8. At the end of the exam, each member of the committee shall submit to the president a justified report assessing the merits, the academic, teaching and research record and, where appropriate,

the record of the applicant's work in healthcare, as well as the teaching and research project presented by each applicant.

8.9. With consideration of the reports, the committee shall vote to determine whether applicants may proceed to the subsequent exams. Abstention from voting shall not be possible. Applicants who do not obtain at least three votes in their favour shall not proceed to the next exam.

8.10. The second exam will be an oral presentation of a content unit from the programme presented by the applicant and chosen by the applicant from among three drawn at random, for a maximum of one hour. The committee will discuss the contents of the presentation with the applicant, as well as the methodology to be used and any other aspects that are considered relevant to the subject, for a maximum of two hours.

8.11. Applicants will have a maximum of one hour to prepare a presentation on the subject.

8.12. Once the exam has finished, each member of the committee shall submit a justified report to the president assessing the contents and methodologies presented by each of the applicants.

8.13. With consideration of the reports, the committee shall vote to determine whether applicants may proceed to the third exam. Abstention from voting shall not be possible. Applicants who do not obtain at least three votes in their favour shall not proceed to the next exam.

8.14. The third exam will be an oral presentation by the applicant, for a maximum of ninety minutes, of an original research project that the applicant has previously carried out. The committee will discuss any aspects it considers relevant to the original research project with the applicant for a maximum of two hours.

8.15. Once the favourable result of the second exam is made public, the applicant shall submit five copies of a summary or a written script of the research project to the president of the committee.

8.16. Once the exam has finished, each member of the committee shall submit a justified report to the president assessing the contents and methodology presented by each of the applicants.

8.17. With consideration of the reports, the committee shall vote and abstentions shall not be possible.

9. PROPOSAL FOR APPOINTMENT OR RECRUITMENT

9.1. Once the exams have finished, the committee shall draw up a proposal, which must be approved by at least three favouring votes. Members of the committee who vote against the majority proposal shall justify the reasons for their vote.

9.2. The proposal shall include a list of all the applicants considered suitable for the position in preference order for the subsequent appointment process by the Chancellor.

9.3. In the case that the committee considers that none of the admitted participants have the sufficient merits required for the position, the committee may propose that the position not be filled, justifying in detail and in view of the established scale, the reasons for such their proposal.

9.4. The proposed resolution shall be published on the notice board of the centre and on the University website together with the results report. Each applicant shall be given a period of five working days from the date of publication to submit any justified complaints against the proposal.

9.5. All complaints must be addressed to the committee president and delivered to either the registry of the corresponding centre, the General Registry of the UDC or by means of any of the procedures established in Article 38 of Law 30/1992. In the case that a complaint is submitted to a public registry outside the university, the interested party must notify the UDC by e-mail or fax, which shall be addressed to the Teaching and Research Staff Services. The addresses can be found on the University's website.

9.6. Once this period has expired, and in the event that there is no lodged complaint against the proposal, the committee president will send all the proceedings to the Chancellor's Office in order to publish the definitive resolution of the recruitment process and appoint or execute the corresponding

contract.

9.7. In the event that there is a lodged complaint or a proposal to not fill the position, the committee responsible for overseeing the position shall transfer the administrative dossier relating to the recruitment process to the Claims Committee, together with the justified report from the selection committee regarding the complaints lodged. Any appointment or contract offer shall be suspended until the Chancellor communicates a decision.

10. CLAIMS COMMITTEE PROCEEDINGS FOR CONTRACT TEACHING AND RESEARCH STAFF POSITIONS

10.1. The Claims Committee shall formulate its justified proposal within a maximum period of 10 working days from the receipt of the proceedings or administrative dossier relating to the recruitment process.

10.2. The Claims Committee shall be validly constituted with half plus one of its members. The Claims Committee shall adopt its resolutions through a majority vote and shall send the dossier to the Chancellor.

10.3. Remit of the Claims Committee.

10.4. The Claims Committee shall ensure equal opportunities for the applicants regarding the procedure followed and will ensure respect for the principles of merit and ability. Under no circumstances may its proceedings replace the substantive assessments made by the selection committee regarding the suitability of the applicants.

10.5. The Claims Committee shall have the following remit in order to carry out the complaints procedure:

- a. Regarding complaints, the committee may send any complaint along with the corresponding dossier to the selection committee so that it may amend the processing defects observed, respond to each allegation presented and, where appropriate, formulate a new justified proposal. This procedure may be carried out by the president of the Claims Committee.
- b. The committee may order the procedure to be restarted at the point at which an infringement of the procedure was identified.
 - a. The committee may seek advice as it deems appropriate.

11. RESOLUTION OF THE RECRUITMENT PROCESS

11.1. Upon receiving the administrative dossier regarding the recruitment process, the Chancellor shall issue a resolution assigning the position to the applicant selected by the committee in charge of overseeing the recruitment process or, in the event of a complaint being filed, by the Claims Committee, under the terms provided in Article 54 of Law 30/1992.

11.2. The resolution shall be published on the notice boards of the Chancellor's Office and the Vice-Chancellor's Office of the Ferrol Campus, as well as on the University's website. This publication will replace any personal notification to the interested parties and will have the same effects, in accordance with the provisions of Article 59.6(b) of Law 30/1992, of 26 November.

11.3. This resolution exhausts all administrative remedies, and a judicial review appeal may be filed before the Court for Contentious Administrative Proceedings within two months from the date of its publication, in accordance with Article 46 of Law 29/1998, of 13 July, regulating the jurisdiction for judicial review. Prior to this, an optional appeal for reconsideration may be filed against this resolution before the Chancellor within one month, in accordance with the provisions of Article 116 of Law 30/1992, of 26 November, on the Legal Framework for Public Authorities and General Administrative Procedures (BOE of 27 November).

12. RECRUITMENT AND INCORPORATION

12.1. The successful applicant must report within 10 working days to the Teaching and Research Staff Services to execute their appointment or contract. In the case that a request for the authorisation of compatibility was deemed necessary, the date for appointment or recruitment shall be automatically extended until its resolution, after accrediting that the request for compatibility has been submitted on time.

12.2. The applicant shall report to the director of the department on the start date indicated in their contract, who will present the applicant to the dean or director of the faculty or school. The director of the department shall notify this to the corresponding Vice-Chancellor.

12.3. In the event that the successful applicant resigns from the position, does not formalise the contract or does not accredit their application for the authorisation of compatibility within the indicated period, or if this authorisation is denied, the Chancellor shall assign the position to the next qualifying applicant, in the case that there is one, in accordance with the order of scoring outlined in the proposal, or shall not fill the position, arranging, where appropriate, the start of a new application process.

12.4. The successful applicant must accredit knowledge of the official language of the University of A Coruña within a period of two years. The University shall adopt the required measures to ensure that contracted professors acquire adequate knowledge of Galician.

REPEALING PROVISION

The regulations governing the procedure for the selection of interim and contract teaching and research staff, approved by the Governing Council on 28 May 2004 and amended on 9 March and 28 June 2007, are hereby repealed.

FINAL PROVISION

These regulations shall enter into force on the day following their approval by the Governing Council of the University of A Coruña.

ANNEX I
CATALOGUE OF RELATED AREAS FOR THE PURPOSE OF CREATING A SELECTION COMMITTEE

	Main area	Similarity 1.º	Similarity 2.º	Similarity 3.º
25	Comparative Anatomy and Anatomical Pathology	Animal Health		
28	Physical Anthropology	Zoology		
33	Archaeology	Prehistory		
38	Astronomy and Astrophysics	Physics of the Earth		
40	Library Science and Documentation	Historiographic Sciences and Techniques		
83	Navigation Sciences and Techniques	Naval Construction	Thermal Engines and Machines	Mechanical Engineering
85	Historiographic Sciences and Techniques	Ancient History		
95	Market Research and Commercialisation	Business Organisation		
100	Architectural Composition	Architectural Graphic Expression		
105	Audiovisual Communication and Advertising	Journalism		
110	Architectural Construction	Construction Engineering		
115	Naval Construction	Technical Machines and Engines	Navigation Sciences and Techniques	Mechanical Engineering
183	Dermatology	Medicine		
185	Drawing	Painting	Sculpture	
187	Didactics of Corporal Expression	Physical and Sport Education	Didactics and School Organisation	
189	Didactics of Musical Expression	Music	Didactics of Plastic Expression	Didactics and School Organisation
193	Didactics of Plastic Expression	Drawing	Architectural Graphic Expression	Architectural Composition
195	Didactics of Language and Literature	Spanish Language		
200	Didactics of Mathematics	Applied Mathematics		
205	Didactics of Experimental Sciences	Didactics and School Organisation		
210	Didactics of Social Sciences	Didactics and School Organisation		
245	Physical and Sport Education	Didactics of Corporal Expression	Physiotherapy	
247	Electromagnetism	Applied Physics		
255	Nursing	Medicine		
260	Sculpture	Drawing	Painting	History of Art
270	Aesthetics and Theory of the Arts	Philosophy	History of Art	



	Main area	Similarity 1.º	Similarity 2.º	Similarity 3.º
275	Stomatology	Surgery		
285	Arabic and Islamic Studies	Hebrew and Aramaic Studies		
290	Hebrew and Aramaic Studies	Arabic and Islamic Studies		
295	Mine Exploitation	Prospecting and Investigation	Geotechnical Engineering	
300	Architectural Graphic Expression	Architectural Composition		
305	Graphic Expression in Engineering	Projects and Engineering	Architectural Graphic Expression	Cartographic Engineering
320	German Philology	English Philology		
327	Slavic Philology	General Linguistics	Indo-European Linguistics	
350	Italian Philology	Romance Philology		
365	Basque Philology	General Linguistics	Spanish Language	
370	Galician and Portuguese Philology	Romance Philology		
383	Moral Philosophy	Philosophy		
398	Physics of the Earth	Astronomy and Astrophysics		
413	Physiotherapy	Radiology and Physical Medicine	Medicine	
427	External Geodynamics	Internal Geodynamics		
428	Internal Geodynamics	External Geodynamics		
430	Physical Geography	Geographical and Regional Analysis		
443	Histology	Cell Biology		
460	History of Science	Logic and Philosophy of Science		
475	History of Thought and Social and Political Movements	Political Science and Administration		
495	Aerospace Engineering	Mechanical Engineering		
500	Agroforestry Engineering	Plant Production		
505	Cartographic, Geodetic and Photogrammetric Engineering	Graphic Expression in Engineering	Geotechnical Engineering	Agroforestry Engineering
510	Construction Engineering	Mechanics of Continuous Media and Theory of Structures		
515	Manufacturing Process Engineering	Mechanical Engineering		
525	Geotechnical Engineering	Hydraulic Engineering		
530	Transport Engineering and Infrastructure	Construction Engineering	Geotechnical Engineering	
535	Electrical Engineering	Electronics Technology		
540	Hydraulic Engineering	Geotechnical Engineering		



	Main area	Similarity 1.º	Similarity 2.º	Similarity 3.º
550	Nuclear Engineering	Thermal Engines and Machines		
560	Telematics Engineering	Computer Architecture and Technology		
565	Textile and Paper Engineering	Chemical Engineering		
566	Immunology	Pathological Anatomy		
568	Far Eastern Language and Culture	General Linguistics		
580	Indo-European Linguistics	General Linguistics		
590	Thermal Engines and Machines	Mechanical Engineering		
600	Fluid Mechanics	Hydraulic Engineering		
613	Legal and Forensic Medicine	Toxicology		
615	Preventive Medicine and Public Health	Medicine		
617	Animal Medicine and Surgery	Animal Health		
625	Research and Diagnostic Methods in Education	Developmental and Educational Psychology		
635	Music	History of Art		
645	Obstetrics and Gynaecology	Surgery		
646	Ophthalmology	Surgery		
653	Otorhinolaryngology	Surgery		
660	Parasitology	Microbiology		
685	Petrology and Petrochemistry	Crystallography and Mineralogy		
690	Painting	Drawing	Sculpture	
710	Prospecting and Mining Investigation	Mine Exploitation	Geotechnical Engineering	Petrology and Geochemistry
715	Architectural Projects	Architectural Composition		
720	Engineering Projects	Construction Engineering	Graphic Expression in Engineering	
725	Psychobiology	Basic Psychology		
745	Psychiatry	Medicine		
770	Radiology and Physical Medicine	Medicine		
790	Environmental Technologies	Chemical Engineering		
796	Literary Theory and Comparative Literature	Spanish Literature		
807	Toxicology	Legal and Forensic Medicine		
813	Social Work and Social Services	Political Science and Administration		
814	Translation and Interpretation	Spanish Language		
815	Urban and Regional Planning	Environmental Technologies	Transport Engineering and Infrastructure	