

RECRUITMENT AND PERSONNEL SELECTION POLICY BASED ON THE EUROPEAN UNION'S OTM-R STRATEGY.

Recruitment through Open, Transparent and Merit-Based Recruitment (OTM-R) is one of the pillars of the European Charter for Researchers and, in particular, the Code of Conduct for the Recruitment of Researchers, implemented in the year 2005. OTM-R ensures the hiring of teaching and research staff with the best profile for a given job, delivering benefits for staff, institutions and, in short, for the teaching and research system as a whole. Specifically, OTM-R makes teaching and research careers more attractive, ensures equal opportunities for all candidates, and facilitates mobility. In the end, it helps to optimise universities' investments in their personnel.

1. BASIC PRINCIPLES.

For the University of Cordoba, it is a priority to ensure that the hiring of the most suitable candidate to fill a job is carried by means of an open, transparent and merit-based recruitment (OTM-R) process. The following of these guidelines will promote the mobility of university personnel and knowledge exchange, bolstering the quality of teaching and research.

True to our commitment to the European Union's human resources strategy, our institution's procedures for the selection and hiring of personnel are governed by a set of basic principles that guarantee all people equal access to a job. Therefore, the constitutional principles of equality, merit and capacity are followed, respecting in all cases the national and international regulations in force in this area, specifically the European Charter for Researchers and the Code of Conduct for the Hiring of Researchers (Charter and Code; or C&C). The principles of C&C are applicable to the hiring of any institutional staff, regardless of their professional category.

Therefore, the selection and hiring of personnel, in their different categories, will be carried out at the University of Cordoba through a competitive process, to which the following criteria will apply:

a) Publicity. All calls, as well as their terms and conditions, will be published in different media, depending on the professional category in question. Calls for the hiring of civil servants are published in the Official State Gazette (BOE), those for non-established civil servants in the Official Gazette of the Autonomous Community of Andalusia (BOJA), and, in the case of non-civil servant teaching and research staff, in Euraxess. All of them are published in the Official Bulletin of the University of Cordoba (BOUCO). The published job offer shall include a detailed description of the general and specific requirements of the applicant, a specific clarification of the position offered, the functions to be carried out, the rules of the competitive procedure, and the date of the call's opening and closing, as well as the notice of one's right to appeal, for each phase of the procedure.

b) Transparency. The calls will define the minimum general and specific requirements (including linguistic requirements) of the applicants, the competitive process's evaluation criteria, the right to appeal, and the relevant instruments of legal recourse for each phase of the procedure.

c) Equality. Calls must ensure that no applicant will be excluded except in the event that he or she does not meet its minimum requirements. Candidates who meet the minimum requirements are to be evaluated without discrimination based on their gender, age; ethnic, national or social origin; religion, beliefs, sexual orientation, language, disability, political opinions, or social/economic condition.

d) Merit and ability. The selection, depending on the professional category or job that is competed for, and always respecting the principles of merit and ability, is to be determined by a competitive procedure, either based on accumulated merits and/or an examination. There are different regulations governing the selection by evaluating commissions of permanent teaching or research staff, or those

possessing a civil servant relationship, and the existence of scales for temporary teaching and research personnel positions, and for research personnel. Interruptions in one's career and temporal variations on CVs will not be penalised, since they are considered part of one's professional evolution and, consequently, valuable contributions to researchers' professional development within the framework of a multidisciplinary career.

e) Professionalism and impartiality. The members of the selection committee for each type of competitive process shall correspond to the same professional category as the applicant, or higher. The committee will be composed of professionals working in the same macro area, or the same sphere of management, and an ethical commitment agreement will be signed to prevent conflicts of interest with the applicants participating in the competitive process.

2. SELECTION COMMITTEE.

The selection committee, or hiring commission, depending on the professional category in question, will be made up of a minimum of three members, with different levels of experience and skills, ensuring in all cases that a proper balance between men and women is maintained. The committee, which will include members from outside the institution, will ensure that all applicants' academic, research and professional qualifications (including unofficial ones), as well as international and professional mobility, are properly assessed and evaluated. The published evaluation criteria are to be consistent with the requirements for the position offered. The composition of the selection committee will be public, and, for certain teaching and research staff positions, the CVs of the evaluators shall be too.

3. PROCEDURE.

All job offers will be published as indicated in the Basic Publicity Principles section (Section 1a). Applicants will be notified of the proper reception of their applications, employing many of the University's electronic administration processes in order to reduce the administrative burden involved. Once compliance with the minimum requirements has been verified, the provisional list of candidates admitted to the selection process, and of those candidates who must still satisfy some administrative requirement, shall be published, indicating the causes for their exclusion and giving them an administrative deadline for their resolution. The competitive hiring procedure may include an exam phase (sometimes featuring a practical test) with or without a second phase of merit assessment; which may be complemented, on occasion, by a personal interview or public exhibition and defence of the merits cited in the applicant's CV. In all cases, it will be ensured that all candidates are evaluated on equal terms. The scores attained in each of the phases of the procedure will be published in the Official Gazette of the University of Cordoba (BOUCO) and succeeded by a period for appeals. Finally, the candidates selected will be published in different media, according to their professional category (BOE, BOJA, BOUCO).

4.- WORKING CONDITIONS.

The University of Cordoba offers all its employees working conditions in accordance with Spanish legislation and the principles of C&C, with full Social Security or MUFACE (State Civil Servants Mutual Benefit Fund) coverage, as well as technical resources adequate to carry out their teaching, research or technical tasks. It also fully upholds the principles set out in the European Charter for Researchers, incorporating measures to ensure work/family life balance, permits and licenses, and provisions in the event of temporary disability.