IPHES RECRUITMENT PROCEDURE FOR RESEARCHERS

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1. INTRODUCTION

In 2017, the Catalan Institute of Human Paleoecology and Social Evolution (hereinafter 'IPHES') received the 'Excellence in Human Resources in Research – HRS4R[1]' logo awarded by the European Commission. Having obtained the HRS4R (Human Resources Strategy for Researchers) seal of excellence, IPHES approves the general principles of the European Charter for Researchers[2] and the Code of Conduct for the Recruitment of Researchers[3], and strongly endorses them. It is committed to the continuous improvement of internal policies and procedures, providing a supportive workplace environment for research with equal opportunities, ethical integrity and work-life balance.

IPHES seeks to ensure that the recruitment process for researchers is open and transparent and that employees are selected in accordance with objective, comparable criteria, while respecting equality of treatment and opportunity.

To achieve this goal, a working group was created consisting of the Head of Research and the Head of HR to define the recruitment and selection procedure. The protocol was discussed and approved by the Scientific Committee and later by the Steering Committee. With the approval of the aforementioned execution and control organs of the HRS4R, the IPHES Steering Committee approved the recruitment and selection procedure, which will eventually be validated by the IPHES Board.

The procedure was developed in accordance with the principles of the 'Code of Conduct for the Recruitment of Researchers' promoted by the European Commission in the framework of HRS4R, specifically its 'Code of Conduct for the Recruitment of Research Staff: Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)'.

When hiring research staff, the IPHES undertakes its selection and recruitment processes in an open and transparent manner through external international announcements providing complete information on position vacancies and a selection process accompanied by the timely notification of candidates. The processes are based on a merit assessment to ensure that the best candidate is selected and to find the right fit between professionals and positions.

2. PURPOSE AND SCOPE

The purpose of this procedure is to define and establish the different steps in the search, selection and recruitment processes for research staff, as well as the related policies and regulations, in order to identify the most suitable professionals to join the institution with the maximum guarantees of transparency and equality of opportunity.

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[1] https://euraxess.ec.europa.eu/jobs/hrs4r

[2] https://euraxess.ec.europa.eu/jobs/charter/european-charter

[3] https://euraxess.ec.europa.eu/jobs/charter/code

3. PROCEDURE FOR SELECTING AND CONTRACTING R&D PERSONNEL FUNDED BY RESEARCH PROJECTS

The following is a detailed description of the stages of the procedure for the recruitment and selection of research staff funded by a research project, as well as the specific documentation required:

3.1 First stage of the process – application for staff costs and creation of the job announcement

To begin the recruitment process, the Principal Investigator (PI) must notify HR of his or her intention to start a selection process through the submission of:

1. The 'ask of expenses' form indicating the budget and the research project that will bear the cost.
2. The 'recruitment application' form in which the PI defines the profile and all the information regarding the vacancy (job description, tasks to be performed, number of places to be announced, requirements and basic information about the contract).

A budget and research project to finance the contract are required in order to propose the creation of a new contract. Proposals without a budget and a research project will not be approved.

Once the staffing costs have been authorised, the 'recruitment application' will be checked to ensure that it contains sufficient information about the characteristics and requirements of the job to be met by applicants. The job description should be based on the 'IPHES Scientific Career Document', general and specific skills required for the position, and the information provided by the PI who initiated the recruitment procedure. In general, the job announcement should include:

- ✓ General information about IPHES and the Unit / Research Group / Project where the researcher will work.
- ✓ Job description, specifications and start date of the contract.
- ✓ Professional and academic background and 'required' and 'desirable' knowledge (if applicable).
- ✓ Description of the selection process, indicating the selection criteria, together with the weight of each criterion in the evaluation of the final candidate.
- ✓ The number of vacancies.
- ✓ Working conditions: type of contract, duration, hours per week and salary. The salary must always be expressed as a gross annual figure.
- ✓ General information about the selection process (approximate start and end dates).
- ✓ Contact details: Applicants can submit their applications by sending the required documentation to jobs@IPHES.cat. As a rule, CVs or other documents containing personal data will not be accepted in paper format.

3.2 Publication of the job announcement

HR will give the call for applications maximum scope and visibility. Common sources of research recruitment include:

- ✓ IPHES website
- ✓ EURAXESS
- ✓ Social networks: Twitter, Facebook
- ✓ IPHES information panel
- ✓ Dissemination via email to specific contacts linked to the world of research and the university

By default, all announcements will be published for a minimum of three weeks to ensure that all candidates have equal access and that there is a reasonable amount of time between the application deadline and the job start date to allow the entire selection process to take place.

3.3 Constitution of the Selection and Evaluation Committee

The Selection and Evaluation Committee will be established in parallel with the publication of the announcement and the selection of CVs.

The Committee must be gender-balanced and will be composed of four members: the PI, who will chair the Committee, and three researchers (one of whom may be the Chief of Research, if necessary, depending on the profile of the new staff member).

It is recommended that the members of the Committee watch the video 'Recruitment Bias in Research Institutes'[4] produced by the CERCA Institution before starting the interviews to avoid gender bias in hiring researchers.

Committee members should have no conflict of interest and make decisions based on verifiable evidence and not personal preference.

The members of the Selection and Evaluation Committee will take into account the requirements of the European Charter of Excellence in HRS4R, and the EU Code of Conduct for Researcher Recruitment.

The Committee may include specialist advisory staff (internal or external), if necessary.

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[4] http://universitatsirecerca.gencat.cat/ca/detalls/noticia/Nou-video-de-la-Institucio-CERCA-per-evitar-els-prejudicis-en-la-seleISCo-de-persones-als-centres

3.4 Selection of candidates

1. HR manages the email address to which applications are sent, notifies candidates of the correct receipt of their documentation, and forwards the CVs to the PI (applicant for the recruitment of research staff).

2. The Selection and Evaluation Committee analyses the submitted CVs; evaluates, in a timely manner, each CV by means of the document 'application evaluation table'; assesses the candidates' adequacy given the requirements of the position and the merits of the applicant; and selects the candidates who will move on to the interview phase.

3. The Committee sends HR the list of people who have passed the final stage so they can be summoned for an interview.

4. Interviews may be conducted in person or online. It is recommended that candidates have 30 minutes to introduce themselves, about 15 minutes to present their curricular merits and another 15 minutes to describe how their professional experience coincides with the requirements of the position. The members of the Selection and Evaluation Committee will be able to request any clarifications that they consider necessary and will be able to ask whatever questions they deem pertinent in order to appropriately evaluate the candidates.

5. Once the final interviews have been completed, the qualitative and quantitative data will be analysed and a final score will be awarded. This will ensure that the candidate is as suitable as possible for the position available and determine which candidate will be hired.

6. The Selection and Evaluation Committee will send HR the 'Minutes for the resolution of candidacies', which will contain the name of the selected person(s) and the finalists. If the position remains vacant, the reasons for this circumstance will be stated.

7. HR will inform all applicants of the final resolution of their candidacy.

8. HR starts the hiring process by contacting the successful candidate for their personal data.

4. PROCEDURE FOR THE SELECTION AND HIRING OF R&D STAFF WITH COMPETITIVE SCHOLARSHIPS FUNDED BY PUBLIC BODIES

As a general rule, competitive public announcements, in the case of pre-doctoral (PhD student) and post-doctoral positions, are published officially in the BOE, the DOGC or, in the case of the European Commission, on their portal called 'Funding & tender opportunities'.

4.1 PhD student research staff

4.1.1 Hiring linked to FI grants: pre-doctoral contracts funded by the University and Research Grants Management Agency (AGAUR) (3 years)

➢ AGAUR publishes the announcement and interested parties apply provided that an IPHES researcher has been assigned to supervise their doctoral thesis.
➢ AGAUR sends IPHES the list of applicants interested in completing their doctoral theses at the centre.
➢ IPHES prioritises the list of candidates who have submitted their applications.

Prioritisation process for FI PhD student contracts

1. The procedure to be followed, specifically of the assessment system which makes up 30% of the final grade that can be determined by the centre, is approved by the IPHES Internal Scientific Committee (ISC). The evaluation criteria must also be approved by AGAUR.

Example: Prioritisation of FI contracts 2019 – 30% valuation system (IPHES)

FI GRANTS 2019			
CRITERIA	**Explanation of the criteria**	**Points**	**%**
Grant Project / Thesis	Interest, solidity, consistency of the project. Possibility of publication of results in FI journals. Adaptation of the project to the priority lines of research of the research groups of the centre, promoting less developed lines of research.	0-15	86.66%
Valuation of the CV	Valuation of publications, participation in congresses and the TFM. This assessment is indicative of the candidate's ability to publish and disseminate their scientific activity. 2 points per led SCI post; 1 point for participation in SCI publication (not led); 0.5 points for other publications; 0.5 points for congress-led participation. TFM assessment: if the final mark is 10 = 3 points; if the grade is 9 = 2 points; if the grade is 8 = 1 point. Up to a maximum of eleven points.	0-11	
History of FI contracts of the SGR in which the grantee will be integrated	If the SGR group did not have a grant holder in the last call: +2 points. If the SGR group had an FI grantee in the last call: 1 point.	0-2	13.33%
General average of PhD student contracts of the SGR in which the grantee will be integrated	If the average of the PhD student FI contracts of the SGR group per researcher is less than or equal to the general average for IPHES (last 3 calls), 2 points, and if it is higher than the average, 1 point.	0-2	
TOTAL SCORE		0-30	100%

2. The candidates present their projects in a 5-minute PowerPoint presentation before the ISC and in the presence of their tutors.

3. The ISC members assess the presentations. Any members who have participated as a tutor on any work presented will not assess the project of their candidate.

4. The average of all the evaluations of the grant projects is calculated.

5. In parallel, the other numerical criteria indicated in the DOGC are calculated, which are objectively evaluable: academic transcript (40%) and research group score (SGR, 30%).

6. The final results of the appraisals and the final hierarchy based on these assessments are submitted to the ISC.

7. The prioritised list of shortlisted candidates and the corresponding final scores of each candidate is published on the IPHES information panels.

➢ IPHES sends AGAUR, through its electronic portal (BOGA), the priority list of candidates who have submitted applications for doctoral theses to IPHES.
➢ AGAUR assigns the number of FI contracts based on the budget available and always in the order of priority presented by IPHES.
➢ AGAUR publishes the final resolution of the FI contracts, with the names of the selected applicants.
➢ HR starts the recruitment process by contacting the selected candidate (s) to get their personal data.

4.1.2 Contract linked to FPU grants – PhD student contracts funded by the Ministry of Science, Innovation and Universities (4 years)

➢ The Ministry publishes the announcement in the BOE (official Spanish newsletter).
➢ Candidates submit their proposals with the endorsement of the centre.
➢ The Ministry itself selects the candidates based on their CVs.
➢ The Ministry publishes the final resolution with the names of the selected candidates.
➢ HR starts the recruitment process by contacting the selected candidates (s) to get their personal data.

4.1.3 Contract linked to FPI grants – PhD student contracts funded by the Ministry of Science, Innovation and Universities (4 years)

➢ FPI contracts are PhD student contracts linked to R&D research projects funded by the Ministry of Science, Innovation and Universities. With R&D projects announced by the Ministry, the final resolution indicates the number of FPI pre-doctoral contracts that are assigned to the project.
➢ The Ministry opens a call for applications to select PhD student staff to cover the FPI contracts assigned to R&D projects.
➢ Applicants submit their CVs.
➢ The Ministry sends the nominations presented to PI of the R&D project and asks if he or she has any conflicts of interest that might affect their evaluation.
➢ If there is no conflict of interest, the PI will evaluate the applicants.
➢ If there is a conflict of interest, another person (internal or external) will be recommended to evaluate the applicants.
➢ Once a candidate has been selected to fill the PhD student position, the proposal is sent to the Ministry.
➢ If the proposal is accepted by the Ministry, the final resolution of the FPI grant indicating the selected candidates will be published.
➢ HR starts the recruitment process by contacting the selected candidates(s) to get their personal data.

4.2 Postdoctoral research staff

4.2.1 Contract linked to Ramon y Cajal (RyC) grants (5 years)

➢ The Ministry publishes the announcement in the BOE.
➢ IPHES submits a request to the Ministry to hire general postdoctoral staff.
➢ The Research Groups commit to co-financing the candidates.
➢ In parallel, the Ministry receives applications from postdoctoral researchers who wish to apply for the grant.
➢ The Ministry evaluates the CVs of the applicants and selects the best candidates.
➢ The candidates selected choose the research centre in which they would like to conduct their research from those included in the call for applications.
➢ The Ministry publishes the final resolution on the allocation of RyC grants, indicating the selected candidates and the centres at which they will conduct their research.
➢ HR starts the recruitment process by contacting the selected candidates(s) to get their personal data.

4.2.2 Contract linked to grants Juan de La Cierva (JdC) (3 years)

- ➢ The Ministry publishes the announcement in the BOE.
- ➢ Candidates submit the application to the Ministry with the endorsement of the centre.
- ➢ The corresponding Research Group commits to co-financing the candidate's salary.
- ➢ The Ministry evaluates the CVs of the applicants and selects the best candidates.
- ➢ The Ministry publishes the final resolution of the allocation of the JdC grants, which indicates the list of selected candidates.
- ➢ HR starts the recruitment process by contacting the selected candidates(s) to get their personal data.

4.2.3 Contract linked to Beatriu de Pinós (BdP) grants – AGAUR (3 years) or contract linked to Marie Curie Sklodowska Actions (MSCA) – European Commission (EC) (2 years)

Both grant contracts follow the same procedure:

- ➢ Each of the institutions (AGAUR and the EC) publishes the call for grant applications.
- ➢ The research needs of the centre are analysed and new IPHES research staff is sought by those responsible for overseeing the application process and subsequent research projects.
- ➢ Through EURAXESS and other portals, IPHES seeks research staff who might wish to submit a project that addresses these issues.
- ➢ The candidates, together with the research staff who will supervise them, submit a research project to meet the existing need.

5. INCORPORATION AND WELCOMING OF NEW HIRES

The PI is responsible for receiving the new employee, and will welcome him or her with the support of an HR representative and will show the new employee the facilities of the centre. The new employee will also receive the 'IPHES Welcome Guide' and will sign an employment contract along with Management, on the first day of work.

An email will be sent to the entire staff informing them that a new member has joined the centre in the IPHES Research Area.

During the first week, the new employee will be given access to the URV digital library, a medical check-up will be scheduled (provided consent is given to do so) and a date will be set for the initial workplace risk prevention course.

6. LEGAL CONTEXT

The hiring process is undertaken in accordance with the current Spanish legal framework. In addition, the constitutional principles of merit, capacity, equality and publicity, as well as the principles and the code of conduct established in the European Charter for Researchers and the Code for the Recruitment of Researchers also apply.

In all selection processes the following will be respected and fulfilled:

- ✓ The Code of Conduct for Researchers Recruitment (OTM-R)
- ✓ Spanish Constitution
- ✓ Staff status
- ✓ Collective agreement of offices
- ✓ Law 14/2011, of 1 June, on science, technology and innovation
- ✓ Law 19/2014, of 29 December, on transparency, access to public information and good governance
- ✓ Data protection law
- ✓ Law 17/2015, of 21 July, on effective equality of women and men