

HR Strategy for Researchers

Action Plan 2014-2016

March 2014



**Universitat
Pompeu Fabra**
Barcelona

Action Plan for the Implementation of Human Resources Policies in Accord with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers

2014-2016

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Executive Summary

Universitat Pompeu Fabra, established in 1990, is a research-oriented, public higher education institution. UPF has a reputation for excellence in research and teaching, and stands out among Spanish universities in the number of international researchers that it recruits. Consistent with this commitment to internationalization, UPF signed the *Declaration of Commitment to the European Charter for Researchers* and *The Code of Conduct for the Recruitment of Researchers* (hereafter, the Charter and Code) in 2010.

UPF belongs to the 3rd Cohort of the Human Resources Strategy Group and has integrated the implementation of the HR Strategy for Researchers into its overall plans for ongoing development in the area of Human Resources, in order to transition from a system that arose in a context where most recruiting was carried out within Spain and with a main focus on civil servant professors to one in which recruiting is consistently carried out on an international level, and with a broad focus on researchers of diverse typologies and needs (predoctoral researchers, early-stage postdoctoral researchers, and established researchers and research professors). Achieving the Excellence in HR Logo will contribute to making UPF more attractive to top quality researchers, with all of the indirect benefits to the institution that hosting the best possible researchers can bring. UPF is also conscious of the distinctive value that the Logo will afford as a recognized quality seal from the European Union.

HR Vision

UPF considers the quality and wellbeing of its researchers as essential to its excellence as an institution. It is therefore committed to excellence in recruiting at all levels and to offering the best possible conditions for researchers to carry out their work in accord with the principles of equal opportunity, the highest ethical standards, and a respect for work-life balance.

HR Objectives

1. Improve the university's policies and practices concerning the recruiting contracting, promotion, training, and general working conditions of its researchers (including faculty), with the goal of attracting top quality researchers.
2. Guarantee that UPF's policies and practices meet the standards of the best institutions in Europe.
3. Distinguish UPF as an institution whose vision and mission assigns a prominent place to best practices in recruitment and working conditions for its researchers.
4. Situate UPF in an optimal position to compete in European funding calls where a commitment to European standards and practices in HR is a factor in evaluation.

The **Action Plan** described below is the result of an open process that began in 2012 and culminated in early 2014. This process began with an initial internal analysis by the Vice Rectorate for Faculty Affairs, which reviewed the rules and practices regarding HR that are currently in place at UPF. The draft gap analysis that resulted from this process was presented to and discussed with the university's Board of Managers (*Consell de Direcció*), department chairs, the equivalent of the Promotion and Tenure Committee (*Comissió de Professorat*), and the union representatives of the academic staff (*Comissió Mixta de la Junta de Personal Docent i Investigador i Comité d'Empresa*). Open meetings were also organized with a representative sample of predoctoral research staff (2nd year, externally funded students were chosen to keep numbers manageable) and with the university's Marie Curie researchers, as a sample of postdoctoral staff recruited from outside Spain. Finally, the university created a web page (<http://www.upf.edu/rdi/hrs4r/index.html>) where the gap analysis was posted explaining the process involved in obtaining the Excellence in RH Logo, and an announcement was made to the university community inviting written comments on the document.

The following Action Plan, which covers the period 2014-2016, is organized into 5 areas: Ethical and Professional Issues, Recruitment, Working Conditions, Social Security, and Training and Career Development. Each action is provided with the unit or individual responsible for the action, a timeframe for the completion of the action, and one or more indicators. The development and progress of the Action Plan will be monitored by a committee headed by the Vice Rector for Faculty Affairs; its members will include a Vice Rector in the area of Research/Scientific Policy, representatives from Human Resources, the Research Service, and the University's Planning and Evaluation Unit. This Monitoring Committee will carry out the Self-Assessment of the development of the Action Plan, adjust the plan as necessary, and oversee the preparation of a new Action Plan for the subsequent two-year period. The committee will plan to meet on a semi-annual basis.

Area 1: Ethical and professional issues

Action	Responsible	Time Frame	Indicators
1. Improve dissemination of UPF Code of Ethics	Secretary General	Q3 2014	Documentation and dissemination
2. Increase the visibility and accessibility of the Ombudsperson	Ombudsperson's office	Q4 2014	Documentation and dissemination; Results of survey concerning familiarity with Ombudsperson
3. Implement ongoing training in data protection practices for data collected in research	Services, Technology and Information Resources Area	Q4 2014	Number of training sessions offered; number of researchers trained
4. Revise the current internal ethical approval procedure for SSH and TIC projects to meet the requirements of funding programs	Vice Rector (VR) for Research	Q1 2015	Documentation and dissemination
5. Evaluate current Equality Plan	VR for Social Responsibility and Promotion	Q3 2015	Evaluation document
6. Develop new Equality Plan	VR for Social Responsibility and Promotion	Q2 2016	Documentation and dissemination

Area 2: Recruitment

Action	Responsible	Time Frame	Indicators
1. Improve dissemination of job opportunities at UPF	Human Resources, Office for Postgraduate and Doctoral Studies, Departments	Q3 2014	List of places where UPF jobs are advertised; Number of job applicants; Diversity of backgrounds of job applicants
2. Approve new UPF-procedures for recruiting and selecting temporary faculty	VR for Faculty Affairs, Human Resources	Q3 2014	Documentation and dissemination; Number of job applicants; Diversity of backgrounds of job applications
3. Approve UPF-level policy on hiring and promotion of tenure-track and permanent faculty	VR for Faculty Affairs, VRs for Research and Scientific Policy, Human Resources	Q2 2015	Documentation and dissemination
4. Revise department-level hiring and promotion practices in accord with UPF-level policy	VR for Faculty Affairs, Department chairs	Q4 2015	Documentation and dissemination

Area 3: Working Conditions

Action	Responsible	Time Frame	Indicators
1. Revise university policy on merit-based adjustments to teaching load	VR for Faculty Affairs, VR for Research, VR for Scientific Policy	Q1 2015	Documentation and dissemination
2. Designate a contact person in the Personnel Service specifically for predoctoral hires	Human Resources	Q2 2015	Contact person designated
3. Develop a new web for new hires, with particular attention to international hires	Human Resources, International Relations	Q3 2015	Documentation and dissemination



4. Update non-web Welcome materials for new hires and reconsider their role in combination with the web	Communication and Institutional Projection Unit	Q3 2015	Documentation and dissemination
5. Establish a Welcome Office with particular attention to international hires	Human Resources, International Relations	Q2 2016	New office

Area 4: Social Security

Action	Responsible	Time Frame	Indicators
1. Improve communication of existing laws and policies related to social security and tax law	Human Resources	Q1 2015	Documentation and dissemination

Area 5: Training and career development

Action	Responsible	Time Frame	Indicators
1. Develop clearer guidelines for teaching assistant training and collaboration in teaching by predoctoral hires	VR for Faculty Affairs, Director of the Doctoral School, Department chairs	Q3 2015	Documentation and dissemination; Number of researchers that have had different types of training opportunities
2. Extend training and career development opportunities for predoctoral and postdoctoral trainees	Center for Teaching Quality and Innovation	Q2 2016	Number of actions developed; Number of researchers trained