

UNIVERSITY OF THE BASQUE COUNTRY

Open transparent and merit based recruitment policy

The HRS4R, or Human Resources Strategy for Researchers, is an initiative developed by the European Commission to support research institutions and organizations in implementing good practices in the recruitment and working conditions of researchers.

The policy aims to enhance the attractiveness of research careers, ensure equal opportunities, and promote the recruitment of talented researchers from across the world. It emphasizes the importance of creating a favorable working environment and conditions that foster research excellence and support the professional development of researchers.

The University of the Basque Country obtained in May 2021 the HRS4R recognition and since then it has been readapting its internal procedures to make them “open”, “transparent” and “merit-based”.

Here are some key principles typically associated with HRS4R recruitment policies and its implementation within the framework of the university's recruitment strategy

1. **Openness and transparency:** Institutions are encouraged to publish their job vacancies openly, clearly defining the required qualifications, skills, and experience for each position. This ensures that interested researchers can easily access and apply for available opportunities.

The job offers are published on the UPV/EHU website (<https://www.ehu.eus/es/web/iip/deialdiak>) divided according to the type of position offered.

Each job offer specifies the name of the position and details:

- a) The main functions to be performed
- b) The requirements for the applicants
- c) The evaluation criteria that will be used in the selection process
- d) The composition of the evaluation board (in the case of the UPV/EHU committees have an equal distribution so that both genders are represented at least 40%).

The Vice-rectorate for Teaching and Research Staff is responsible for publishing the list of candidates that has been admitted and excluded, as well as the list of those selected, enabling the possibility of presenting allegations in the event that a candidate considers that his or her evaluation has not been adequate.

In the last year, the university has substantially increased the number of offers published in Euraxess. In fact, one of the actions of the Action Plan includes the creation of a protocol to publish the vacancies in Euraxess and we are currently working on it.

2. **Merit-based selection:** The HRS4R promotes the selection of candidates based on their qualifications, skills, and potential to contribute to research excellence. The selection process should be objective, fair, and free from any form of discrimination.

In this sense, the evaluation of vacancies is carried out by means of objective criteria, analyzing the candidates' curriculum vitae and in accordance with the requirements and scales previously established in the call for applications.

- 3. Equal opportunities and diversity:** Institutions are encouraged to actively promote equal opportunities and diversity in their recruitment processes. They should strive to eliminate any bias or barriers that may prevent researchers from different backgrounds from accessing research positions.

Every call at the UPV/EHU establishes the requirements for access to places, and all potential candidates must undergo the selection process without exemption.

- 4. Ethical considerations:** The UPV/EHU also highlights the importance of ethical considerations in recruitment, ensuring that researchers are committed to upholding high standards of research integrity and ethical conduct.

The UPV/EHU has implemented a data processing procedure for the provision and selection of teaching and research staff. This procedure (ref. TG0010) is published on the university website (<https://www.ehu.eus/es/web/idazkaritza-nagusia/-/tg0010>) and can be easily consulted by all interested persons.

Selection process (procedures and indicative deadlines):

The selection and hiring process is carried out at the UPV/EHU following these steps:

- ***Deadline for collection of the recruitment documents at the Vice Rectorate for Research:*** 17th of each month.
- ***Deadline for submission of recruitment documents to the Vice Rectorate for Teaching and Research Staff:*** 18th of each month.
- ***Publication of the call for applications by the Vice Rectorate for Teaching and Research Staff:*** 1st week of the month following the submission of annexes. The Call for applications will be approved by Resolution of the Rector, and published on the University's web page (<https://www.ehu.eus/es/web/iip/deialdiak>).
- ***Deadline for submission of applications:*** between 8 and 10 working days from the day following the publication of the call for applications (candidates who want to take part in the selection process must present, by the means and within the period established in the corresponding call, a duly completed application form, which must be accompanied by the documentation indicated in the call).
- ***Provisional list of candidates admitted and excluded:*** once the period for the presentation of applications has ended, a provisional list will be published with the admitted and excluded candidates. Candidates will be given 3 days for the presentation of allegations or the submission of required documentation.

- **Definitive list of candidates admitted and excluded:** once the allegation process has ended the list will become definitive. The list will be published in the same website so that the candidates can follow the process easily.
- **Evaluation process:** the evaluation committee (one for each vacancy offered) will receive the applications that will be evaluated in accordance with the evaluation criteria described in the call for applicants. The Evaluation report will be send to the Vice Rectorate for Teaching and Research Staff.
- **End of the selection process:** the hiring proposal will be published on the University's web site and the selected candidate will be notified. Within a three days period the contract will be formalize.

Hiring regulation at the UPV/EHU:

- [Resolución de 2 de mayo de 2011, del Vicerrector de Profesorado de la Universidad del País Vasco / Euskal Herriko Unibertsitatea, por la que se procede a la publicación de la regulación de la contratación de personal docente e investigador temporal \(pdf ,569,32 Kb\)](#)
- [RESOLUCIÓN de 18 de enero de 2019, de la Vicerrectora de Personal Docente e Investigador de la Universidad del País Vasco / Euskal Herriko Unibertsitatea, por la que se ordena la publicación de la modificación del artículo 11.4 de la regulación de la contratación de personal docente e investigador temporal, publicada por Resolución del Vicerrector de Profesorado de 2 de mayo de 2011 \(BOPV de 31-05-2011\) \(pdf ,247,50 Kb\)](#)

- [Annexes: https://www.ehu.eus/es/web/iip/prozedura-laguntza](https://www.ehu.eus/es/web/iip/prozedura-laguntza)