

GUIDE OF GOOD PRACTICES OF THE UNIVERSITY OF A CORUÑA FOR THE SELECTION OF RESEARCH STAFF (PCTI)

The purpose of this **Guide of Good Practice in the Selection of Research Staff at the University of A Coruña** is to establish a common framework for action that guarantees **transparency, fairness and excellence** in the selection and recruitment processes for research staff (PCTI).

Its purpose is to ensure that all selection decisions are made in accordance with the **principles of merit, ability and equal opportunities**, promoting an **open, transparent and merit-based recruitment** environment (**OTM-R**), in line with the institutional values of the UDC and European standards of Excellence in Human Resources in Research (HR Award).

This guide also seeks to foster **institutional trust, scientific integrity** and the **attraction of research talent**, thus contributing to the strengthening of the research and innovation system at the University of A Coruña.

A) Principles applicable to all selection processes for Hired Research Staff (PCTI) at the UDC:

1. Openness and equal opportunities

- Publication of calls for applications on the university's website (in Galician and Spanish) and on the EURAXESS platform (in English).
- Facilities for submitting applications from outside Spain or from people who do not have an electronic certificate. Registration is carried out through the EURAXESS Contact Point, which also provides specific information on the documentation that must be provided in the case of foreign nationals.

2. Transparency

- Clear publication of positions: requirements, criteria, deadlines and conditions.
- Wide dissemination: at the UDC, in national and international academic networks, on the institutional website (electronic board and in the news section), and in some cases, they are also promoted on Social Media channels.

3. Selection based on merits and competences

- Evaluation based on academic and professional merits.
- Consider scientific contributions (publications, projects, patents), as well as the ability to attract funding, level of internationalisation, teaching expertise and knowledge transfer.
- Promote internationalisation: consider and evaluate the researcher's international experience (stays, publications in foreign languages, collaboration networks).
- Recognise knowledge transfer, innovation, external funding, etc., as relevant merits in addition to purely academic research.

4. Equality, diversity and inclusion

- Ensure equal opportunities without discrimination based on gender, race, disability, sexual orientation, socioeconomic background, etc.
- Promote the inclusion of people from under-represented fields.
- Equal treatment of similar candidates.

5. Impartiality and absence of conflict of interest

- Members of selection committees must declare any potential conflicts of interest.
- Minimum composition of three members: the principal investigator or their delegate, who will chair the committee, and two experts in the field of work to be carried out. One of them will act as secretary. There will be three other people who will act as substitutes.
- Requirements: qualifications equal to or higher than those required to participate in the call for applications. In accordance with the requirements derived from the regulations on parity. All members of the selection committee shall be UDC staff.

6. Rigour and objectivity

- Definition of objective and weighted criteria for all stages of the process.
- Justified evaluations, with documentation supporting the decisions.
- The committee will draw up minutes reflecting the scores broken down by criteria and sub-criteria, as well as the total score achieved by each candidate, following the sections of the published assessment criteria.
- Following the publication of the proposed resolution and the minutes of the scores, candidates will be given a period of five working days to submit any appeals to the committee.
- The selection committee will resolve the appeals within a maximum period of three working days.

7. Institutional responsibility

- The UDC must ensure adequate procedures, resources for evaluation, transparency, training of personnel involved, and mechanisms for resolving complaints.

B) Elements of Institutional Support

- **Training for selection committee members**, both research staff and administrative and research management support staff in personnel selection processes (evaluation of merits, conducting interviews, avoiding cognitive biases, gender equality, etc.).
- **Reference regulations**. The UDC has updated regulations on PCTI selection processes, as well as a new classification agreement. Both are key documents on which all PCTI selection processes must be based legislatively.
- **OTM-R Policy** ("Open, Transparent, Merit-based Recruitment"): good practices in PCTI selection must be aligned with these principles.
- **Ethics or integrity committee** to supervise that selection processes comply with ethical principles and detect possible irregularities.
- **Periodic evaluations of the procedure itself** to review how the selection processes are working, gather feedback from candidates and make continuous improvements.

Guide elaborated by the Research Management Team (EXI), the Research Hiring Office, the HRS4R Management and the EURAXESS Contact Point.

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