

Area 2: Recruitment

Num. of Principle (C&C)	Type of Action	Responsible	Units involved	Deadline	Indicator
All principles involved	Implementation of the Human Resources <b>Strategy</b> for teaching and research staff at UC3M	Vice-Rectorate for Faculty	<b>Human Resources and Organisation Service</b> , Vice-Rectorate for Faculty.	Q2 2021	GC approval and dissemination No. of visits to the website Digital signage, social networks
12, 13, 14, 15	<b>OTM-R UC3M Policy</b>	Vice-Rectorate for Faculty	<b>Human Resources and Organisation Service</b> , Vice-Rectorate for Faculty.	Q2 2021	GC approval and dissemination New OTM-R UC3M website
14, 16, 21	Establish <b>assessment criteria</b> for the selection, recruitment and renewal of non-tenured faculty	Vice-Rectorate for Faculty	<b>Human Resources and Organisation Service</b> , Selection Committees, Departments, Vice-Rector's Office for Faculty.	Q1 2021	Approval and dissemination Publication of criteria on the Employment website
16, 25	Development of <b>Talent Attraction Programmes</b> at UC3M	Vice-Rectorate for Science Policy Vice-Rectorate for Faculty	<b>Human Resources and Organisation Service</b> Research Service	Q1-Q4 2021	Approval and dissemination Num. of participants in the calls for proposals
18, 29	Support for the <b>internationalisation of the Faculty</b>	Vice-Rectorate for Internationalisation and European University	<b>Vice-Rector's Office for Internationalisation and European University</b> , Vice-Rector's Office for Faculty, International Relations and Cooperation Service	Q1-Q4 2021	No. of proposals submitted, No. of coordinated proposals submitted, and No. awarded, ppto managed. No. of visitors received, quantifiable results of the visit (courses given, publications, work directed, etc.). No. of outgoing and incoming staff mobilities carried out. Dissemination of new mobility formats and on the web, social

					networks. No. of programmes offered.
12, 13, 18	<b>Internationalisation UC3M through the Welcome Portal</b>	Vice-Rectorate for Internationalisation and European University	<b>Vice-Rector's Office for Internationalisation and European University,</b> Vice-Rector's Office for Faculty, International Relations and Cooperation Service, Human Resources and Organisation Service, Library	Q3 2021	Approval and Dissemination No. of visits to the Portal Dissemination activities Services offered
13, 15	Employment Portal, <b>improving e-recruitment services</b>	Vice-Rectorate for Faculty	<b>Human Resources and Organisation Service,</b> Communication Service	Q2 2022	Number of people using the services Services offered Number of contracts processed
19	Regulation on the <b>use of English</b> in proceedings	Vice-Rectorate for Internationalisation and European University	<b>International Relations Service and cooperation,</b> General Secretary	Q1 2022	Approval and dissemination

**Action's descriptions:**

Action	Description
Adoption of the Human Resources Strategy for the faculty at UC3M	Design and elaboration of a new Human Resources Strategy for the Faculty of the Universidad Carlos III de Madrid that is oriented towards fulfilling the mission of the university, that is, to contribute to the improvement of society with quality teaching centred on the student and advanced research in accordance with demanding international criteria. The strategy also aims to increase the visibility and impact of knowledge, making it accessible and open, while boosting the transfer of results to society.
UC3M OTM-R Policy	Design and development of the OTM-R ( <b>Open, Transparent and Merit-based Recruitment</b> ) policy that governs all Faculty selection processes.
Establish evaluation criteria for the selection, hiring and renewal of non-permanent faculty.	In the interests of greater transparency and on the basis of the OTM-R UC3M policy, the guarantees of the recruitment process and in compliance with the <i>regulations approved by the Governing Council on 19 March 2018 "The Recruitment Committees will agree on the criteria for the assessment of merits. These criteria must be agreed with the Selection Committees"</i> .
Development of Talent Attraction Programmes at UC3M	The Carlos III University of Madrid has been developing various specific programmes to attract talent in order to attract the best professors and researchers, to facilitate the development of the capacity and potential incorporated and to produce results, as well as to stimulate and maintain teaching and research excellence.
Support for the internationalisation of the faculty	Programme containing a set of transversal actions that support the faculty in the development of an international and intercultural dimension, with the aim of improving the quality of research and teaching.
Internationalisation UC3M through the Welcome Portal	Establish a single point of entry to welcome lecturers and visitors. The internationalisation part will identify the processes that are activated to receive international visitors, as well as relevant information for their stay and general information about the University.
Employment Portal, improving e-recruitment services	The employment portal must provide information on all relevant aspects for those interested in being recruited by the university. In addition, the university's existing e-recruitment strategy will be reinforced in line with the OTM-R Report of July 2015.

Regulations on the use of English in proceedings	As stated in the <i>OTM-R Report (July, 2015)</i> all information must be published in two languages, national and English. This regulation will specify the typology of documentation to be in both languages, as well as the style of language use.
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