

Visiting Lecturer

The following criteria have been set to assess each section.

SECTIONS	MAXIMUM SCORE
1. Academic Activity	10 points
2. Research Activity	15 points
3. Teaching Activity	5 points
4. PhD Programmes	5 points
5. Other Merits	5 points
6. Course Guide	5 points

* Only for subjects taught for the first time

1. Academic Activity (max. 10 points)

This section comprises the following items:

- 1.1. Undergraduate Degree (five- or three-year programmes)
- 1.2. Extraordinary Degree/Final Degree Awards
- 1.3. Other Academic Merits

Criteria

1.1. The academic record is assessed in accordance with the degree qualification and average mark. The average degree mark is taken from all candidates' individual records, and expressed with the same numerical scale. Records shall be assessed for a maximum of 5 points.

Only official records issued by the corresponding university (signed and stamped) will be accepted as proof of this merit. The records must be expressed in numerical scores.

1.2. Extraordinary awards: A maximum of 0.5 points will be awarded to extraordinary degree/final degree project awards. The awards included in section 4 will not be assessed in this section.

Only official records issued by the corresponding university (signed and stamped) will be accepted as proof of this merit.

1.3. Other academic merits: This section may also recognise academic merits that are not listed in sections 2, 3 and 4 (management duties, relevant activities in the academic sphere, etc.).

Only official records issued by the corresponding university (signed and stamped) will

be accepted as proof of this merit.

2. Research Activity (max. 15 points)

This section comprises the following items:

2.1. Participation in competitive research projects

2.2. Participation at scientific conferences and meetings

2.2.1. Guest conference or presentation

2.2.2. Papers at international conferences

2.2.3. Papers at national conferences

2.3. Scientific publications

2.3.1. Articles in high-impact journals

2.3.2. Book chapters for high-impact book publishers

2.3.3. Authoring books

2.3.4. Editing books for high-impact book publishers

2.3.5. Editing high-impact journals

2.3.6. Translation or critical editing

2.3.7. Publication in conference proceedings

2.3.8. Publishing reviews

2.3.9. Correction factor according to number of authors

2.3.10. Correction factor according to author position (for publications with more than one author)

2.4. Other research merits

2.4.1. Research grants

2.4.1.1. Pre-doctoral grants awarded in competitive calls

2.4.1.2. Post-doctoral grants awarded in competitive calls

2.4.1.3. Other research grants

2.4.2. Research stays at university or benchmark centres

2.4.2.1. Pre-doctoral stays

2.4.2.2. Post-doctoral stays

2.4.3. Research awards

2.4.4. Participation in scientific committees

2.4.5. Organising conferences and academic activities

2.4.6. Other research merits

2.1. Participation in competitive research projects

Criteria

Candidates will need to attach the project award decision and a certificate from the relevant body for the subject area or equivalent in order to justify merits in this section. The documents shall state the project title, research and work team members for the project, part-time or full-time participation of candidates and performance dates.

Score

Participation in research projects funded by competitive calls will be scored (maximum 1 point per year). The score will also be weighted based on the working basis: PI (1), full-time member (0.75), whilst the score for part-time members will be divided by 0.5; and for work team collaborators or members by 0.25. The committee will award the score based on call type/call competitiveness level.

2.2. Participation at scientific conferences and meetings

Contributions to conferences and scientific meetings held with established regularity and organised under the auspices of renowned scientific societies/associations will be scored, taking into account the nature of the conference (international, national, local) and type of contribution (paper, presentation, round table, poster). The contributions must be justified with a certificate issued by the corresponding official body, not solely by the event programme. The committee may assess other relevant scientific events in this section, as long as candidates submit the relevant documentary proof.

2.2.1. Guest conference or presentation: maximum 0.5 score based on the reputation of the event

Criteria

Conferences or presentations must be by invitation (and shown as such in the supporting documentation). Candidates shall submit the corresponding accreditation certificate or diploma (duly signed and stamped) and at least a summary or abstract of the presentation, in order to be able to assess the relevance of the submission within the teaching and research profile for the position.

The event programme or any other printed or electronic documents that are not signed and stamped by the organising body shall not be accepted as supporting documents.

Each committee may apply correction factors to the score for these contributions based on the number of authors and candidates' position in the list of speakers.

Score

Presentation conference	or	Type	Score
International		renowned events organised by scientific institutions with an established regularity	0.5 points
National		renowned events organised by scientific institutions with an established regularity	0.25 points
Other presentations or conferences			0.1 points

2.2.2. Papers at international conferences: maximum 0.2 points based on the reputation of the event

Criteria

Candidates shall submit the corresponding accreditation certificate or diploma (duly signed and stamped) and at least a summary or abstract of the presentation, in order to

be able to assess the relevance of the submission within the teaching and research profile for the position.

The event programme or any other printed or electronic documents that are not signed and stamped by the organising body shall not be accepted as supporting documents.

Each committee may apply correction factors to the score for these contributions based on the number of authors and candidates' position in the list of speakers.

Score

Papers at international conferences	Score
renowned events organised by scientific institutions with an established regularity	0.2 points
Other international presentations	0.1 points
Participation at other academic meetings	0.05 points

2.2.3. Papers at national conferences: maximum 0.1 points based on the reputation of the event

Criteria

Candidates shall submit the corresponding accreditation certificate or diploma (duly signed and stamped) and at least a summary or abstract of the presentation, in order to be able to assess the relevance of the submission within the teaching and research profile for the position.

The event programme or any other printed or electronic documents that are not signed and stamped by the organising body shall not be accepted as supporting documents.

Each committee may apply correction factors to the score for these contributions based on the number of authors and candidates' position in the list of speakers.

Score

Papers at national conferences	Score
renowned events organised by scientific institutions with an established regularity	0.1 points
Other national presentations	0.05 points
Participation at other academic meetings	0.02 points

2.3. Scientific publications

Criteria

Publications from the last eight years will have a special weighting, where the recruitment committee may apply a correction factor (x 0.75) to earlier publications. For all purposes, the periods for the following exceptions are excluded from the eight-year timeframe: (1) having taken maternity or paternity leave in the last eight years; (2) having taken maternity or paternity leave for adoption; (3) having been responsible for a sick child or dependent, and (4) having an accredited disability above 33%. In the latter two instances, the timeframe will be ten and not eight years. Any available supporting documents for these cases shall be submitted.

Published work shall only be assessed where it is accredited by a full copy of the published text, front cover, credits page of the publication (ISBN, etc.) and the Table of Contents.

Work in the press shall only be assessed where it is accredited by the full text and official letters of acceptance issued by the institution or body responsible for the publication or the editor. Contributions that are still being reviewed shall not be assessed.

Candidates shall submit the quality indicators and indexation for each publication and the corresponding publisher both in their submitted CV and supporting documentation, including the calendar year of publication or, failing this, using a two calendar-year timeframe as a reference.

Publications that do not align with these categories shall only be assessed where similar quality indicators are provided.

2.3.1. Articles in high-impact journals: maximum 1 point per article based on the impact factor

Databases	Position	Score
Articles in journals with the FECYT quality seal or in JCR, SJR, Scopus, ERIHPlus, Emerging Citation Index, CIRC, Carhus+, MIAR, RESH, Latindex, DICE, ISOC, ANEP and similar (corresponding to the year of publication)	Prominent position in the corresponding database category	up to 1 point
Articles in journals with the FECYT quality seal or in JCR, SJR, Scopus, ERIHPlus, Emerging Citation Index, CIRC, Carhus+, MIAR, RESH, Latindex, DICE, ISOC, ANEP and similar (corresponding to the year of publication)	Non-prominent position in the corresponding database category	up to 0.75 points
Not indexed in similar databases but amply justifying similar quality criteria and indexation		up to 0.5 points
Not indexed in similar databases and not amply justifying similar quality criteria and indexation		0 points

The committee may assess other journal articles in this section through similar indices and criteria inherent to the area of knowledge.

2.3.2. Book chapters in high-impact book publishers: maximum 0.5 points per chapter based on the reputation of the publisher

Databases	Position	Score
SPI or IE-CSIC (corresponding to the year of publication)	International publishers and a prominent position in the corresponding database category	up to 0.5 points
SPI or IE-CSIC (corresponding to the year of publication)	International publishers and a non-prominent position in the corresponding database category	up to 0.5 points
SPI or IE-CSIC (corresponding to the year of publication)	National publishers and a prominent position in the corresponding database category	up to 0.5 points
SPI or IE-CSIC (corresponding to the year of publication)	National publishers and a non-prominent position in the corresponding database category	up to 0.25 points

The committee may assess the merits in this section through other similar databases to SPI or IE-CSIC that are inherent to the area of knowledge.

2.3.3. Authoring books for high-impact book publishers: maximum 2 points per book based on the reputation of the publisher

Databases	Position	Score
SPI or IE-CSIC (corresponding to the year of publication)	National or international publishers and a prominent position in the corresponding database category	up to 2 points
SPI or IE-CSIC (corresponding to the year of publication)	National or international publishers and a non-prominent position in the corresponding database category	up to 1 point
National and international publishers that are not included in SPI or IE-CSIC		up to 0.5 points

The committee may assess the merits in this section through other similar databases to SPI or IE-CSIC that are inherent to the area of knowledge.

2.3.4. Editing books for high-impact book publishers: maximum 0.75 points per book based on the reputation of the publisher

Databases	Position	Score
SPI or IE-CSIC (corresponding to the year of publication)	National or international publishers and a prominent position in the	up to 0.75 points

of publication)	corresponding database category	
SPI or IE-CSIC (corresponding to the year of publication)	National or international publishers and a non-prominent position in the corresponding database category	up to 0.5 points
National and international publishers that are not included in SPI or IE- CSIC		up to 0.25 points

The committee may assess the merits in this section through other similar databases to SPI or IE-CSIC that are inherent to the area of knowledge.

2.3.5. Editing high-impact journals: maximum 0.75 points per issue based on the reputation of the publisher

Databases	Position	Score
Journals with the FECYT quality seal or in JCR, SJR, Scopus, ERIHPlus, Emerging Citation Index, CIRC, Carhus+, MIAR, RESH, Latindex, DICE, ISOC, ANEP and similar (corresponding to the year of publication)	Prominent position in the corresponding database category	up to 0.75 points
Journals with the FECYT quality seal or in JCR, SJR, Scopus, ERIHPlus, Emerging Citation Index, CIRC, Carhus+, MIAR, RESH, Latindex, DICE, ISOC, ANEP and similar (corresponding to the year of publication)	Non-prominent position in the corresponding database category	up to 0.5 points
Not indexed in similar databases but amply justifying similar quality criteria and indexation		up to 0.5 points
Not indexed in similar databases and not amply justifying similar quality criteria and indexation		0 points

The committee may assess this section through similar indices and criteria inherent to the area of knowledge.

2.3.6. Translations and critical editing will be assessed based on their length, the publisher and the field of publication. Maximum 1-5 points per book based on the reputation of the publisher

Databases	Position	Score
SPI or IE-CSIC (corresponding to the year of publication)	National or international publishers and a prominent position in the corresponding database category	up to 1.5 points
SPI or IE-CSIC (corresponding to the year	National or international publishers and a non-prominent position in the	up to 1 point

of publication)	corresponding database category	
National and international publishers that are not included in SPI or IE-CSIC		up to 0.5 points

The committee may assess the merits in this section through other similar databases to SPI or IE-CSIC that are inherent to the area of knowledge.

2.3.7. Publication in conference proceedings: Maximum 0.2 points per contribution

Conferences	Type	Score
International	renowned events organised by scientific institutions with an established regularity	up to 0.2 points
National	renowned events organised by scientific institutions with an established regularity	up to 0.1 points
Other conferences		0 points

Proceedings from conferences organised by scientific commission with no fixed venue and an established regularity, under the auspices of renowned national or international scientific societies/associations.

2.3.8. Publishing reviews Maximum 0.2 points per contribution

Reviews	Position	Score
In journals with the FECYT quality seal or in JCR, SJR, Scopus, ERIHPlus, Emerging Citation Index, CIRC, Carhus+, MIAR, RESH, Latindex, DICE, ISOC, ANEP and similar (corresponding to the year of publication)	Prominent position in the corresponding database category	up to 0.2 points
In journals with the FECYT quality seal or in JCR, SJR, Scopus, ERIHPlus, Emerging Citation Index, CIRC, Carhus+, MIAR, RESH, Latindex, DICE, ISOC, ANEP and similar (corresponding to the year of publication)	Non-prominent position in the corresponding database category	up to 0.1 points
Non-indexed journals		0 points

Each committee may apply correction factors to the score for publications based on the number of authors and candidates' position in the list of authors.

2.3.9. Correction factor according to number of authors

If the number of authors for a publication is above the average for authors in a specific discipline (<http://www.coauthorindex.info/layout.php?id=metodo>), the committee may divide the merit score by two.

2.3.10. Correction factor according to author position (for publications with more than one author)

At the discretion of the committee, the following additional correction factors may be applied based on the order of the authors:

Three authors:

Position as first author or 'corresponding author': no correction factor

Position as second author: the merit score is multiplied by 0.5

Position as third author: the merit score is multiplied by 0.75.

Over three authors:

The committee shall assess each instance using similar criteria.

2.4. Other research merits

2.4.1. Research grants and contracts

Criteria

Post-doctoral grants awarded in competitive calls will be positively assessed. The same score per year will be applied for pre-doctoral grants.

The merits in this section must be accredited by accreditation certificates issued by the corresponding body and, for research contracts, a copy thereof. All supporting documentation of this type must include the grant and/or contract start and end date.

Score

Every operational year of a pre-doctoral research grant awarded in a competitive call will be counted based on type: 1 point for European or international grants (Fulbright, etc.), FPI or FPU; 0.5 for regional grants; and 0.25 for university, company and foundation grants that use competitive criteria in the award process. Other pre-doctoral grants not included in this type may be weighted at the committee's discretion.

2.4.2. Research stays at university or benchmark centres

Criteria

A research stay is taken to mean temporary mobility of a research or contract lecturer in order to continue their research activity at a different university or benchmark centre. In order for a stay to be assessed as such, candidates must be contracted by a Higher

Education Institution (HEI) that is not the host body. Moreover, said contract must be in effect for the entire period of the stay. The official permission granted by the home centre (issued by the relevant body for the matter), the letter of invitation from the host centre and the subsequent accreditation certificate for the stay shall be submitted as proof. Accreditation documents that are not duly signed shall not be assessed.

2.4.2.1. Pre-doctoral stays at national and international university or benchmark centres: 0.5 points for every three-month stay (or part thereof). Stays lasting under one month shall not be assessed. Stays that are jointly funded by competitive calls shall be of particular interest. This status must be demonstrated through supporting documentation.

2.4.2.2. Post-doctoral stays at national and international university or benchmark centres: 0.75 points for every three-month stay (or part thereof). Stays lasting under one month shall not be assessed. Stays that are jointly funded by competitive calls shall be of particular interest. This status must be demonstrated through supporting documentation.

2.4.3. Research awards

Only awards granted by academic and renowned institutions shall be assessed in this section, and will be worth 0.1 points per award. The awards included in section 5.4 will not be assessed in this section.

Candidates must submit as much supporting documentation as they deem necessary. Only signed and stamped accreditation documents issued by the award body shall be accepted.

2.4.4. Participation in scientific committees

Each participation shall be scored with 0.1 points, up to a maximum of 0.5 points. Only signed and stamped accreditation documents issued by the organising institution for the event shall be accepted.

2.4.5. Organising conferences and academic activities

Each participation shall be scored with 0.1 points, up to a maximum of 0.5 points. Only signed and stamped accreditation documents issued by the organising institution for the event shall be accepted.

2.4.6. Other research merits

The committee shall ultimately decide on the score for other research merits submitted by candidates.

3. Teaching Activity (Preferably in a University Setting) (Maximum 5 Points)

This section comprises the following items:

3.1. University teaching

3.2. Non-university teaching

3.3. Other teaching merits

3.1. University teaching

Criteria

This section shall prioritise teaching in a university setting. Candidates shall submit the specific number of teaching hours, stating the subject name, programme and teaching year. Teaching certificates issued by the relevant body in the subject area or equivalent for overseas university centres shall be accepted. The certificate must specifically state the direct teaching hours. If not, these merits shall not be assessed by the committee. The committee shall consider other aspects such as the level of responsibility for the subject (coordination duties), nature (theoretical or practical credits) and level (undergraduate or postgraduate) of the teaching activity, teaching at public or private university centres, and indirect face-to-face online teaching (UNED, UOC, Open University and similar) or direct (at physical universities).

Score

Teaching on official master's programmes: up to 0.2 points for every 10 hours of direct teaching.

Teaching on programmes that lead to official university qualifications (diploma, five-year or three-year undergraduate degrees): up to 0.1 points for every 10 hours of direct teaching.

Teaching on university-specific qualifications (expert, specialist and master's programmes): up to 0.05 points for every 10 hours of direct teaching.

Indirect online teaching may be assessed by the committees where they deem it appropriate (UNED, UOC and similar) with up to 0.01 points for every 10 hours of indirect teaching. In this instance, the teaching certificate issued by the corresponding body may be given as ECTS credits, with 1 ECTS credit being worth 10 hours, except where the certificate states otherwise.

3.2. Non-university teaching

Criteria

The length of service for the activity shall be considered. The committee will consider other aspects, such as the type of centre (public or private) or teaching (online or face-to-face). The merits in this section must be accredited by candidates' employment history.

Score

A maximum of 0.25 points per year of full-time work.

3.3. Other teaching merits

Teaching quality. Positive student evaluation: 0.2 points for each positive evaluation (7

out of 10 points or above) up to a maximum of 2 points for this section. These merits must be accredited by an official certificate issued by the relevant body for the matter that states the score awarded.

Master's thesis tutoring on official or university-specific qualifications: 0.2 points for each passed thesis, up to a maximum of 0.6 points for the activity. These merits must be accredited by an official certificate issued by the Secretary's Office of the corresponding service (postgraduate or similar) that states the score awarded.

Final degree project tutoring on official or university-specific qualifications: 0.1 points for every 3 passed projects, up to a maximum of 0.3 points for the activity. These merits must be accredited by an official certificate issued by the Faculty Secretary's Office that states the score awarded.

Teaching on open university courses (ICE, UOM, SAC, IRIE or similar): up to 0.025 points for every 10 hours of direct teaching, up to maximum of 1 point. These merits must be accredited by an official certificate issued by the centre or service that states the number of hours for each taught course.

Presentations at international conferences (focused on teaching): up to 0.2 points per event based on its reputation, up to a maximum of 1 point.

Presentations at national conferences (focused on teaching): up to 0.1 points per event based on its reputation, up to a maximum of 1 point.

Teaching publications and material published by reputed publishers: up to 1 point per publication based on the publisher's impact factor and renown. The merits in this section are worth up to a maximum of 3 points.

Other teaching activity merits: The committee shall ultimately decide on the score for other merits submitted by candidates. The merits in this section are worth up to a maximum of 2 points.

Criteria

Candidates shall submit the corresponding accreditation certificate or diploma (duly signed and stamped) and for teaching publications and conferences, at least a summary or abstract thereof, in order to be able to assess the relevance of the submission within the teaching and research profile for the position.

The event programme or any other printed or electronic documents that are not signed and stamped by the organising body shall not be accepted as supporting documents. Teaching material not published by publishers or similar organisations shall not be accepted.

4. PhD Programmes (Maximum 5 Points)

This section comprises the following items:

4.1. PhD and/or master's programmes

4.2. PhD thesis

4.3. Extraordinary PhD or master's programme awards

Criteria

4.1. PhD and/or master's programmes shall be assessed based on the average mark in the academic record, up to a maximum of 1.5 points. Only official records issued by the corresponding university (signed and stamped) will be accepted as proof of this merit. The records must be expressed in numerical scores.

4.2. PhD theses shall be assessed up to a maximum of 1.5 points. The PhD mark will be taken as a basis for the following scores: Cum Laude or equivalent = 1.5 points; Excellent or equivalent = 1; Lower marks = 0.5. Only official records issued by the corresponding university (signed and stamped) will be accepted as proof of this merit. Where qualifications with the European or International PhD mention are submitted, this option shall be given an extra maximum score of up to 0.5 points.

4.3. Extraordinary PhD or master's programme awards: A maximum of 0.5 points will be awarded to extraordinary master's or PhD programme awards. Only official records issued by the corresponding university (signed and stamped) will be accepted as proof of this merit.

5. Other Merits

This section comprises the following items:

5.1. Other grants

5.2. Specialised courses

5.3. Languages

5.4. Awards

5.5. Other qualifications

5.6. Professional experience

5.7. Participation in teaching innovation projects

5.8. Other

Criteria

Only accreditation documents issued by the relevant body in the matter (signed and stamped) shall be accepted as proof of the merits set out in sections 5.1. to 5.8.

5.1. Grants

The research grants set out in section 2.4.1. shall not be assessed in this section. Grants awarded in competitive calls not aimed at research shall be assessed up to a maximum of 0.1 points per grant.

5.2. Specialised courses or supplementary training

This activity will be assessed based on the number of training hours received. The hours must be stated on the respective accreditation documents. A maximum score of 0.01 points for every ten hours will be awarded. This activity may include courses taught by open university institutions, public administrations, professional associations and research institutions, or similar. The corresponding certificate or diploma must state the number of hours.

5.3. Languages

Only language certificates for B2 level or above shall be considered. They shall be accredited by official certification. Language certification awarded as part of the degree course relating to the position shall not be considered. This item will be worth a maximum of 0.1 points per language.

5.4. Awards

A maximum of 0.5 points will be awarded to extraordinary degree/final degree project, master's and PhD awards. Other awards will be assessed based on the award's renown and category, and at the discretion of the committee, up to a maximum of 0.2 points per award.

5.5. Other qualifications

Undergraduate degrees (three- or five-year) and additional postgraduate/PhD qualifications, other than those required to apply for the position, shall be assessed up to a maximum of 1 point per additional qualification.

5.6. Professional experience

Professional experience not linked to teaching shall be assessed in this section and must be certified by candidates' employment history report. The level of relevance shall be set based on all documentation submitted by candidates with regard to their experience. The maximum score for this item will be 1 point.

5.7. Participation in teaching innovation projects

Each project shall be assessed based on the number of hours and working basis up to a maximum of 0.2 points per project. The merits in this section are worth up to a maximum of 1 point.

5.8. Other

The committee shall ultimately decide on the score for other merits submitted by candidates.

6. Course guide (maximum 5 points)

A course guide must be included where the position is linked to a subject taught for the first time (mandatory).

Criteria

Alignment of the guide with the skills on the curriculum (up to 0.5 points)

This section will assess how the guide aligns with the skills on the curriculum for the subject (with a particular focus on cross-cutting skills), in accordance with criteria such as pathway alignment and suitability (where applicable), as well as a brief reasoned explanation on the subject's inclusion in the degree programme's core skills.

Content (up to 1.75 points)

Assessment of the subject syllabus from a conceptual and technical standpoint.

Teaching methodology (up to 1.25 points)

The development of methodological strategies for the teaching-learning process shall be assessed that enable the skills set out for the subject to be consolidated, as well as a teaching methodology that stands out for its innovative, practical and realistic approach.

Teaching-learning process assessment (up to 0.75 points)

The assessment system shall be assessed in accordance with its suitability for consolidating the subject's skills.

Resources and bibliography (up to 0.50 points)

The provision of high-impact and accessible bibliographic resources for students that are relatively up-to-date (according to each discipline) shall be assessed. An annotated bibliography shall be positively considered.

Alignment with UIB regulations (up to 0.25 points)

The guide's suitability with regard to the parameters set out in the Resolution of the Office of the Vice Chancellor 9041 of 24th March 2009 that makes the criteria for producing undergraduate and master's programme course guides public, as well as the alignment of guides with current academic regulations.

The maximum score for course guides for subjects taught for the first time shall be 5 points.