

Terms and Conditions for the Call to Recruit Teaching and Research Staff as Assistant Lecturers with a PhD

Article 78 in Organic Law 2/2023 of 22nd March on the Spanish University System sets out that assistant lecturer positions aim to develop teaching and research skills and, where applicable, knowledge transfer and exchange, as well as fulfil governance responsibilities at universities.

Article 5.2 in Decree 16/2024 of 3rd May that governs the Legal and Compensation Framework for Contract Teaching and Research Staff at the University of the Balearic Islands, which amends Decree 178/2003 of 31st October that governs the Assessment and Accreditation Procedure of the Quality Agency at the University of the Balearic Islands, sets out that 'the main aim of hiring assistant lecturers with a PhD degree is to supplement their training as lecturers and researchers'.

In accordance with the aforementioned regulations, assistant lecturers with a PhD will undertake teaching duties up to maximum of 180 class hours per academic year. In this sense, teaching would be compatible with research responsibilities to cover the relevant requirements for future accreditation. Contracts will be full-time, temporary and run for six (6) years. Assistant lecturers with a PhD will be required to undertake a foundation teacher training course in the first year of the contract.

1. Applicant Requirements

Candidates must accredit they fulfil the requirements for assistant lecturer with a PhD positions in accordance with Article 78 in Organic Law 2/2023 of 22nd March on the Spanish University System (BOE [Official State Gazette] no. 70 of 23rd March) and, where applicable, Balearic Government Decrees 16/2024 of 3rd May (BOIB [Official Gazette of the Balearic Islands] no. 59 of 4th May) and 41/2013 of 6th September (BOIB no. 124 of 7th September), Royal Decree 898/1985 of 30th April on the University Lecturing Staff System (BOE no. 146 of 19th June) and Decree 64/2010 of 14th May approving the Statutes of the University of the Balearic Islands (BOIB no. 76 of 22nd May).

With regard to degree qualifications, Royal Decree 889/2022 of 18th October that sets out the Validation, Accreditation and Equivalence Requirements and Procedures for Non-Spanish Official Higher Education Qualifications, and the Equivalence Procedure for Official Spanish Qualifications from Previous Academic Arrangements as per the Levels in the Spanish Qualifications Framework for Higher Education shall apply.

This call is subject to the incompatibility framework set out in Act 53/1984 of 26th December on Incompatibilities for Public Sector Employees.

Candidates who do not possess Spanish citizenship or come from a country where Spanish is not an official language must accredit languages skills in one of the official languages in the Autonomous Region of the Balearic Islands. This accreditation shall preferably be demonstrated with a certificate in accordance with the Common European of Reference for Languages (CEFR) or an official language qualification.

2. Deadline

The submission deadline for applications, merits and supporting documents is ten (10) days from the day after this call is published on the official e-notice board. Candidates must fulfil all the requirements and conditions on the date the application submission period ends in order to be admitted.

3. Application Procedure

1. Candidates who wish to take part in this call must use the specific application form available on the UIB e-services portal in the following section: [Procedure Catalogue](#), Human Resources Management, '[Call to Recruit Contract Teaching and Research Staff](#)'

2. In order for the application to be duly submitted and registered, candidates must sign it at the end of the process in one of the following ways:

- a) With a recognised electronic certificate (e-DNI or any other method that complies with the requirements set out in Article 10 in Act 39/2015 of 1st October and Article 15 in Royal Decree 203/2021 of 30th March)
- b) With candidates' institutional credentials

2.1. Candidates who do not have an electronic certificate or institutional credentials must request either of the two before applying for the position. Electronic certificates may be requested in accordance with the procedure set out in the technical support section > how to obtain an electronic certificate on the UIB e-services portal. Applicants need to follow the instructions so that the Registry Support Office can issue their certificate. Applicants are recommended to sign their application with an electronic certificate since they will need to communicate with the UIB digitally where they are awarded the position

2.2. They may also request institutional credentials at the following link: https://uibdigital.uib.es/uibdigital/web/ca/perfil/autoregistre/dades_identificatives.html. In this instance, they must fill in an application form and save the provisional receipt containing the reference number for the procedure. The UIB will

then send an e-mail to candidates with instructions to complete the registration procedure. After the registration procedure, and in order to complete the credential request process, candidates must send an e-mail to area.pdi@uib.cat with the subject heading 'Credentials validation'. They must bear in mind this procedure must be done at least two (2) calendar days before the submission deadline for applications. Candidates will then be able to sign their application with the credentials

2.3. Where applications are completed but signed outside the deadline, they will be deemed as not submitted

3. Candidates must fill in one application form for each position they wish to apply for. The required documents set out in **Appendix I** to these terms and conditions must be attached to each application form. The correct code for each position must be included in each application. Failure to comply with the above will lead to candidates **being excluded from the call**.

In addition to the required documents, candidates must attach the payment receipt for participation in the call. The application fee is 25,14 euro per application in the assistant lecturer with a PhD category. Failure to pay the fee within the set deadline will lead to candidates being excluded from the procedure. No amendments will be allowed. The fee must be paid into the University of the Balearic Islands' bank account: IBAN ES25 2100 73597113 0010 3721; bank: CaixaBank (SWIFT/BIC: CAIXESBBXXX). Candidates must include their full name, ID number and position code they are applying for in the transfer

4. Applications cannot be amended after they have been submitted and registered. Where applications need to be amended, a new one must be submitted in the open application submission deadline. Only the last registered application will be considered for the purposes of submission.

4. CV and Supporting Documents

1. After the application is registered, candidates will receive an e-mail with a link to the PDI recruitment system at the University of the Balearic Islands, where they will need to enter:

- a) The merits and corresponding description in each section from the CV
- b) Supporting documents for each merit in .pdf format only

Candidates may amend their merits and supporting documents until the end of the application submission deadline set out in section 2 herein. After this deadline has passed, no amendments or new documents will be allowed

2. Candidates are responsible for stating and submitting merits alongside the supporting accrediting documents.

5. List of Admitted and Excluded Candidates

1. After the application submission deadline has passed, and within fifteen (15) days the President and Vice Chancellor of the University of the Balearic Islands shall release the provisional list of admitted and excluded candidates, including the reasons for exclusion or omission where applicable. The list will be published on the official e-notice board in the university's e-services portal

2. Application Amendments

a) Candidates must verify that they are not included on the list of excluded candidates as well as their inclusion on the list of admitted candidates

b) In order to amend any possible error or submit the required documents for admission, as set out in Appendix I to this call, excluded or omitted candidates must use the electronic form available on the UIB e-services portal in the following section: [Procedure Catalogue](#), Human Resources Management, [Amendment and/or Complaints Form regarding Provisional Lists of Admitted and Excluded Candidates](#). They must do this in the ten (10) days following the day the list is published

3. After the submission of amended applications within the deadline set out above, the President and Vice Chancellor will release the final list of admitted and excluded candidates.

6. Selection Procedure

1. The following criteria shall apply: the general recruitment criteria set out in Regulatory Agreement 14934 of 4th May 2023 on the Recruitment Criteria for Teaching and Research Staff as Assistant Lecturers with a PhD and Associate Lecturers (FOU [Official Gazette of the University of the Balearic Islands] no. 553 of 19th May), Regulatory Agreement 15357 of 21st February 2024 on the Recruitment Procedure for Contract Teaching and Research Staff as Assistant Lecturers with a PhD and Associate Lecturers, and the specific criteria approved by the departments mentioned in each of the positions

2. The recruitment committees shall assess the merits submitted by candidates, in accordance with sections A, B, C, D, E, F and G in Article 1 in Regulatory Agreement 14934, in consideration of what is set out in Article 5 on fostering equality for teaching and research staff

3. Section H shall be assessed through a personal interview to be held in a public face-to-face session for candidates and UIB lecturers who are members of the recruitment committee alike, in accordance with what is set out in Article 21.1 in Regulatory Agreement 15357. Any committee members not affiliated with the UIB may attend the event online. The general structure of the interview will align with what is set out in Section H in Regulatory Agreement 14934. The specific content for interviews, procedures and full assessment elements shall, where applicable, be governed by the terms and conditions set by departments

4. The date, location and time for the required interviews to assess Section H will be published on the UIB official e-noticeboard. Where candidates fail to attend the interview, this will be deemed as a withdrawal from the assessment in Section H and, therefore, may lead to their being excluded from the job offer

5. All information regarding the call shall be published on the UIB e-services portal.

7. Reasons for Abstention and Recusal

The abstention and recusal framework set out in Articles 23 and 24 in Act 40/2015 of 1st October on the Legal Framework of the Public Sector applies to members of the recruitment committee.

8. List of Successful Applicants

After the recruitment committees have convened, the list of successful applicants will be published on the university's e-notice board on the e-services portal. Selected applicants will receive a notification from the Human Resources Service to confirm the allocated position.

Successful applicants have five (5) days to accept their position from the date of the aforementioned notification. Where candidates fail to expressly accept the position within this timeframe, they will be deemed to have withdrawn from the position.

In the event that the individual appointed to the position submits their resignation within twelve (12) calendar months from the publication date of the list of successful applicants, the position will be offered to the next alternate on the list of candidates in order of ranking.

Successful candidates must submit the original documents set out in Appendix I to these terms and conditions at the time the contract is signed. This will not be necessary where the documents attached to the application comply with the

requirements to be deemed original documentation or said documents may be verified in the relevant e-services portal.

9. Employment Pool

With regard to the resolution for this call, those candidates who were admitted but failed to be awarded a position may be included in an employment pool for public employees for future recruitment.

Please contact the Human Resources Service for further information on this call.

10. Training and Assessment

1. In accordance with Letter b) in Article 78 in Organic Law 2/2023 of 22nd March, successful candidates must take a foundation teaching training course in the first year of the contract. The PDI staff training plan at the University of the Balearic Islands will run a specific course for recruited candidates in this category for this purpose

2. In turn, and in accordance with what is set out in Letter c) in Article 78 in Organic Law 2/2023 of 22nd March, an advisory assessment will be undertaken after the initial three (3) years of the contract with a view to 'assessing the progress and quality of teaching and research activities and, where applicable, knowledge transfer and exchange by lecturers, aimed at ensuring they attain the merits required for obtaining the necessary accreditation to take part in a competitive call for a permanent lecturer position after the contract comes to an end'.

11. Personal Data Protection Information

1. In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the Protection of Natural Persons with regard to the Processing of Personal Data and on the Free Movement of Such Data, and Organic Law 3/2018 of 5th December on Personal Data Protection and Guarantee of Digital Rights (LOPDGDD), we hereby inform you that the University of the Balearic Islands is the data controller for these data and will process them to manage staff recruitment and position allocation through public calls

2. The aforementioned processing shall be undertaken in accordance with the legal basis set out in the following articles of Regulation (EU) 2016/679: 6.1.b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; 6.1.c) processing is necessary for compliance with a legal obligation to which the controller is subject; and 6.1.e) processing is necessary for the performance of a task

carried out in the public interest or in the exercise of official authority vested in the controller.

The personal data collected in the application to take part in this call shall be processed to manage the recruitment procedure and the necessary notifications to this effect, and analyse and assess data pertaining to these recruitment procedures

3. No international transfers or assignments are planned for the processed data
4. Data will be communicated in the published lists and results, in accordance with what is set out in the terms and conditions for this call
5. Personal data shall be processed and held by the University of the Balearic Islands for the required timeframe, in accordance with current legislation including, where applicable, the resolution for appeals and complaints
6. Candidates may exercise their rights of access, rectification, erasure, portability, restriction and to object to the processing of data, as well as the right to not be subject to decisions based solely on the automated processing thereof, by writing to the University of the Balearic Islands at the address listed: cra. de Valldemossa, km 7.5, 07122 Palma (Balearic Islands).

Where they are dissatisfied with the procedure to exercise their rights, candidates may contact the UIB data protection officer (<dpo@uib.cat>) or submit a complaint to the Spanish Data Protection Agency via the forms available on the organisation's [website](#) for this purpose.

12. Final Provision

This call and all administrative steps arising from both the call and the assessment committees may be appealed in the form and manner set out in Act 39/2015 of 1st October on the Common Administrative Procedure for Public Administrations.

Appendix I. List of Documents that Must Be Attached to the Application

For Assistant Lecturers with a PhD

- DNI or equivalent* (both sides)
- PhD qualification** (both sides)
- Application fee payment receipt
- Supporting documents accrediting language skills (not applicable to all candidates; please see point one herein)
- A sworn statement.

https://rrhh.uib.cat/digitalAssets/719/719476_rev-declaracio-responsable.pdf

* Lecturers with overseas citizenship must submit the following:

- a) For citizens from any EU Member State, countries comprising the European Economic Area (EU Member States plus Iceland, Liechtenstein and Norway) or Switzerland: a copy of their valid passport, relevant national ID document or EU citizenship registry certificate issued by Spanish authorities
- b) For citizens from any other country: a copy of their valid passport. Where candidates are successful, they must accredit through supporting documents that they have a valid residence and work permit for Spain, or similar, at the time they sign their employment contract.

** In accordance with Royal Decree 99/2011 of 29th October.