

UAB GUIDELINES FOR CONTRACTING TEMPORARY RESEARCHERS AND TECHNICAL STAFF

All the information about call for tenders with dedicated funding is detailed below:

Service covered

This service aims to publish call for tenders for research or technical staff with dedicated funding. Dedicated funding is the funding coming from sources external to the UAB.

Categories with dedicated funding

The decision of selecting one category or another depends on two factors: the tasks performed and the required qualification. Below you can find a summary table with the available categories. For more information, click on the links.

Tasks	Minimum qualification required	Category
	Higher university degree, university degree or official Master's Degree	Senior Research Support Technician
	University diploma or university degree	Research Support Technician
Technical	Higher vocational training (FP2), intermediate vocational training, baccalaureate or equivalent degree	Research Support Specialist Technician
	Intermediate vocational training (FP1), compulsory secondary education or equivalent degree	Research Support Assistant
Research + teaching	PhD studies	Recognised Researcher (R2)
		Established Researcher (R3)
		Leading Researcher (R4)
	Graduate, engineer, university graduate with at least 300 ETCS credits, or owner of an official university master's degree.	First Stage Researcher (R1)

Depending on the category, one of the following [contract types](#) will be used:

- Temporary contract according DA5
- Permanent contract
- Contract due to circumstances of production
- Fixed-term contract for the substitution of employees

Applicable legislation

[Royal Legislative Decree 2/2015, of 23 October, approving the Codified Text of law on the statute of rights for workers](#)

[Royal Decree-Law 32/2021, of 28 December, on urgent measures for Labour Reform, the guarantee of job stability and the transformation of the labour market](#)

[Organic Law 6/2001, of 21 December, on Universities](#)

[Law 1/2003, of 19 February, on Universities in Catalonia](#)

[Law 14/2011, of 1 June, on science, technology and innovation](#)

[The Collective Bargaining Agreement for Administrative and Service Staff at Catalan public universities](#)

[The Collective Bargaining Agreement for teaching and research staff at Catalan public universities](#)

[Guide of Contracts of the Spanish Public Employment Service](#)

[Regularization agreement for non-permanent contract staff members](#)

[Agreement for new research suport technicians](#)

[Royal Decree Law 3/2019, of 8 February, on urgent measures in the field of Science, Technology, Innovation and University](#)

[Agreement between the Executive Governing Body and the Office of the Executive Administrator and the UAB Works Council to revoke the promotion agreement for laboratory staff](#)

Procedure

Stages of the procedure

Stage 1	Stage 2	Stage 3	Stage 4
Preparation and publication of the call	Submission of applications	Preparation and publication of the list of admitted and excluded candidates	Assessment and publication of results

The steps for each phase are detailed below:

Stage 1: Preparation and publication of the call

- Letter of commitment: the principal investigator fills in the [letter of commitment](#) with all the necessary information to launch the call, including the selection process and the dissemination channels. For positions published on Euraxess, the statement of skills also needs to be completed. The calling unit is required to send this document to upac.acces@uab.cat with the following subject: *Declaració de compromís + SUMMA code*. Documents regarding the research line, research project or agreement need also to be attached.
- Revision of the call: the Academic Staff Unit (hereinafter referred to as “UPAc”) give the call a code number, certifies that it complies with the regulation in force and reviews formal aspects. In very specific cases, and only for technical positions, the Structural Analysis Unit (*Unitat d’Anàlisi d’Estructures*) will review the tasks.
- Preparation of the call notice: the UPAC prepares a detailed call notice.
- Validation of the call: for technical positions, the head of the UPAC will validate the call and will send both the letter of commitment and the call notice to the PAS-L Works Council. Within a 48-hour period, they will assess the requirements, make the necessary claims and, if necessary, choose a member for the selection board.
- Signature of the call notice: the UPAC sends the call notice to be signed by the Vice-rector for Academic Staff (for research positions) or by the Vice-rector for Administrative and Service Staff (for technical positions).
- Establishment of the selection board: the call notice is sent to the PAS-L Works Council and a virtual selection board is established. This board will be made up of:
 - The project’s principal investigator or the person delegated for that purpose
 - The head of the UPAC as a member of the Office of the Deputy Executive Administrator for People and Organisation (*Vicegerència de Persones i Organització*), appointed by the Deputy Executive Administrator
 - A member appointed by the the PAS-L Works Council
- Dissemination and publication of the call: the UPAC publishes the call on the electronic office and disseminates it through departments, institutions and centre administrations.

Stage 2: Submission of applications

- Publication of the call on *Convocatòries UPAC* and on any other recruitment platforms required by the IP: the UPAC publishes the call on the tool called [Convocatòries UPAC](#). If required by the principal investigator, the UPAC will also publish it on other platforms. **The application period will be the same at each platform to guarantee the principle of equity.**

Please be aware that calls for tenders with European funding must be published on Euraxess.

- Submission of applications: The period for submitting applications will be detailed in the letter of commitment and informed on *Convocatòries UPAC* and other platforms. The shortest opening period for a call is 4 calendar days counting from the day after the call was published on the electronic office.

Stage 3: Preparation and publication of the list of admitted and excluded candidates

- Admission of applicants: Once the submission period is closed, the UPAC checks that the applicants meet the compulsory requirements of the call and pre-selects or excludes them provisionally.
- Preparation of the provisional list of admitted and excluded candidates and publication on the electronic office: in case there are excluded candidates, the UPAC prepares the provisional list of admitted and excluded candidates. That list is signed by the Vice-rector for Academic Staff (for research positions) or by the Vice-rector for Administrative and Service Staff (for technical positions).
- Deadline for claims: those candidates provisionally excluded have 4 calendar days to amend the reason for exclusion. The required documents must be submitted at the Central Registry of the UAB.
- Preparation of the final list of admitted and excluded candidates: the UPAC prepares the final list of admitted and excluded candidates.
- Submission of the list to the selection board: for technical positions, the UPAC will invite the selection board to *Convocatòries UPAC* so they can check the documents submitted by the applicants.
- Signature and publication on the electronic office: the final list is signed by the Vice-Rector for Academic Staff (for research positions) or by the Vice-Rector for Administrative and Service Staff (for technical positions) and published on the electronic office.

Stage 4: Assessment and publication of results

- Assessment: the calling unit assesses the applications against the procedure and criteria specified in the call.
- Preparation of the selection report: the calling unit enters on *Convocatòries UPAC* the score reached by the applicants, including and item by item assessment and some comments on the overall score.
- Submission of the report to the selection board: for technical positions, the selection board will access to *Convocatòries UPAC* to review the scores. In case

any member makes a well-founded claim, the selection board will meet urgently to decide the necessary actions to be taken, such as a test and/or an interview.

- Preparation of the final resolution and publication on the electronic office: the UPAC prepares the final resolution that includes the report with the selected applicant. That resolution is signed by the Vice-rector for Academic Staff (for research positions) or by the Vice-rector for Administrative and Service Staff (for technical positions), published on the electronic office and notified to the calling unit to contact the selected candidate in order to start the contracting process.

Available resources

- [Letter of commitment PAS](#) (the information to be completed is marked in red)
- [Letter of commitment PDI](#) (the information to be completed is marked in red)
- [Convocatòries UPAC](#) tool
- [Guide to assess candidates in Convocatòries UPAC](#)

Processing

The calling unit is required to send upac.acces@uab.cat the letter of commitment signed by the PI with the following subject: *Declaració de compromís + SUMMA code*. Documents regarding the research line, research project or agreement need also to be attached.

Unit in charge of the procedure

Academic Staff Unit
Area of Academic Staff and Payrolls
Email: upac.acces@uab.cat