

SYSTEM FOR THE PROMOTION OF PERMANENT STAFF AT CEU UNIVERSITIES

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EXPLANATORY MEMORANDUM

The entry into force of the LOSU (2023) and the application of RD 640/2021 and RD 822/2021 have accentuated the need to attract and retain teaching and research staff (PDI) at universities.

CEU universities, aware that the promotion of permanent teaching and research staff is a very important factor in achieving this objective, are reformulating the faculty promotion system to adapt it to the new Spanish university context. In essence. The aim is to simplify the promotion process without sacrificing academic excellence.

CEU universities' permanent PDI promotion system is based on the following principles:

1. Homogeneity in the definition of faculty categories and in the promotion system for permanent faculty at CEU universities: access to higher categories is common and does not differ between universities in terms of requirements or procedures.
2. The triple dimension of university activity: in the process of promoting permanent faculty, three dimensions that define university activity are taken into consideration: a) teaching for the comprehensive education of the student; b) research as a contribution to the creation of knowledge and the common good of society based on the principles that inform its foundation; c) management as a personal contribution to the achievement of these goals outside the library or the laboratory, the classroom or the seminar.
3. The promotion process aligned with the academic needs of CEU universities: the positive result of the evaluation of the integral activity of the PDI and the recognition of their contributions to the university is carried out in accordance with the obtaining of homologated results either in external processes (accreditations) or in internal promotion processes (different merits evaluated in accordance with the provisions of these regulations).
4. The simplicity, transparency and objectivity of the promotion process: the faculty promotion process is detached from the complex scale that used to apply and from the accumulation of points of the Performance Evaluation System of the Teaching Faculty ^{+CEU} for vertical promotion.

5. Institutional commitment: the CEU university managements, with the support of the General Management, will commit to allocate the necessary resources for the promotions foreseen for each academic year, and in accordance with the academic needs of each university.

CHAPTER 1. GENERAL PROVISIONS

ARTICLE 1. PURPOSE AND SCOPE OF APPLICATION

1. These Regulations develop the conditions under which the promotion of the permanent teaching staff of CEU Universities must take place, which will respond to the criteria of merit and ability and will be adjusted, in those cases in which this is foreseen, to the annual budget availability of the corresponding University.
2. These Regulations shall apply to the teaching and research faculty (PDI) of CEU Universities who, in accordance with the Organization and Functioning Rules of the respective universities, are considered to be permanent faculty.
3. The General Management of Fundación Universitaria San Pablo CEU and the Universities may carry out an assessment of the process and report on this assessment to the Board of Trustees, proposing, if necessary, the modification or clarification of the application criteria, in accordance with the procedures established by law.
4. The Permanent Teaching and Research Staff Promotion System is regulated under the general labor regulations, the applicable collective bargaining agreements and the internal Organization and Functioning Rules of CEU Universities and the Foundation. This system does not imply the substitution of the professional classification systems of the applicable conventional regulations, limiting itself to the implementation of a promotion system in the terms and with the scope specified in these regulations, in accordance with the provisions of the applicable collective agreement.

ARTICLE 2. CATEGORIES OF TEACHERS

1. The academic categories of each University shall be governed by the corresponding regulations in each case.
2. The academic categories and promotion system for clinical personnel who are not part of the permanent faculty of the CEU universities will be regulated in accordance with specific regulations.

ARTICLE 3. GENERAL RULES FOR THE PROMOTION OF TEACHERS

1. At the time of hiring a professor by a CEU University and without prejudice to the conditions of the selection process, for the purpose of determining their academic category and in accordance with the staff approved at that time:
 - a) The academic category appropriate to the public accreditation recognized (ANECA and similar) may be recognized.
 - b) in relation to foreign universities and research centers, the maximum position in the academic staff as a full-time professor may be considered as analogous to that of Professor, and the position immediately above may be considered as analogous to that of Full Professor. In any case, the candidate must have the accreditation of Associate Professor and Professor of Private University (defined by ANECA or equivalent).
2. The promotion of teachers shall be gradual. Access to the higher category shall only be possible from the immediately preceding one.
3. Annually, each University will publish on the Intranet the schedule and instructions for the promotion processes of the PDI.

ARTICLE 4. SPECIFIC GUARANTEES OF TRANSPARENCY IN CERTAIN PROMOTION PROCESSES

1. The Rector of the University shall propose to the competent bodies of the Foundation, the conditions that guarantee impartiality and transparency in the promotion of the teaching staff, when any of the professors aspiring to promotion as Full Professor or Professor occupy:
 - a) Academic positions that imply their membership as ex officio members of the Standing Committee of the Governing Council of any of the CEU Universities.
 - b) Executive position in the central bodies of the Foundation.

CHAPTER 2. CONDITIONS FOR THE PROMOTION OF THE PERMANENT PDI**ARTICLE 5. ACCESS TO THE CATEGORY OF CONTRACTED PROFESSOR/DOCTORAL COLLABORATOR**

1. Contracted Professor/Collaborator (they will be used interchangeably in this document and will be used according to the regulations of each university) Doctor is that Teaching and Research Professor (PDI) who, meeting the conditions required in the Organization and Functioning Rules of the University, is hired, among Graduates, Engineers or Architects, for the development of teaching and research tasks.
2. The permanent PDI with the category of Collaborating Professor who has obtained the academic degree of Doctor may accede to the category of Hired Professor Doctor.

3. The Collaborating Professor who obtains the degree of Doctor will communicate this to the Department Director, the Dean or Director of the School and the competent Vice-Rector, together with the document accrediting this (request for the issuance of the degree) and a request for promotion.
4. The competent Vice-Rector shall submit the request for promotion to the Standing Committee of the Governing Council of the professor indicating whether they meets the requirements for access to the category of Collaborating Professor Doctor.
5. The application may only be denied by the Standing Committee of the Governing Council when the applicant Professor does not meet the requirements indicated in Art. 5.2 of these Regulations.
6. In case of refusal, the requesting professor may submit a complaint to the Rector within 10 working days of notification, and the Rector must resolve the complaint within 10 working days of the required communication.
7. The Rector, having heard the Standing Committee of the Governing Council, shall communicate the proposal for the appointment of the Hired Doctoral Professor to the Board of Trustees of the Foundation. The date of effect of the appointment will be the date of entry of the Documentation at the Vice-Rectorate with competence in matters of Teaching Staff, even if there is a subsequent communication to the Board of Trustees of the Foundation.
8. Annually, each CEU University will include in its budget the economic amount corresponding to the number of professors who, foreseeably, may have access to the category of Collaborating Professor Doctor in its University.

ARTICLE 6. ACCESS TO THE CATEGORY OF ASSISTANT PROFESSOR

1. Associate Professor is a permanent Teaching and Research Professor (PDI) who, meeting the conditions required by the Organization and Functioning Rules of the University, is hired from among Doctors for the development of teaching and research tasks.
2. Faculty members who meet the following requirements may be admitted to the category of Assistant Professor at CEU Universities:
 - a) The external accreditation as a Professor Hired Doctor or as a Professor Doctor of a Private University, or any other similar accreditation issued by ANECA or by an autonomous University Quality Agency.
 - b) A positive report from the Standing Committee of the Governing Council, having heard the corresponding bodies. Said report shall reflect the academic, teaching, research and institutional service trajectory in the categories of Collaborator and Collaborator Doctor.
3. The Hired Doctoral Professor who has obtained any of the accreditations indicated in section 6.2 a) of this article, shall notify the Department Director, the Dean or School Director and the competent Vice-Rector, together with the document that accredits their and a request for promotion.

4. The competent Vice-Rector shall submit the request for promotion to the Standing Committee of the Governing Council of the professor indicating whether they meet the requirements for access to the category of Assistant Professor.
5. The application may only be denied by the Standing Committee of the Governing Council when the applicant Professor does not meet the requirements indicated in Art. 6.2 of these Regulations.
6. In case of refusal, the requesting professor may file a complaint to the Rector within 10 working days of notification, and the Rector must resolve the complaint within 10 working days of the required communication.
7. The Rector, having heard the Standing Committee of the Governing Council, shall communicate the proposed appointment of the Assistant Professor to the Board of Trustees of the Foundation. The effective date shall be the date of the report of the Standing Committee of the Governing Council, even if there is a subsequent communication to the Board of Trustees of the Foundation.
8. Annually, each CEU University shall include in its budget the economic amount corresponding to the number of professors who are expected to be promoted to the rank of Assistant Professor at its University.

ARTICLE 7. ACCESS TO THE CATEGORY OF FULL PROFESSOR

1. Full Professor is a permanent Teaching and Research Professor (PDI) who, meeting the conditions required in the Organization and Functioning Rules of the University, carries out teaching and research in their area of knowledge, collaborating with the Professor in the tasks assigned to him or her by the respective Centers or Departments.
2. Two alternative routes are established for access to the category of Full Professor at CEU Universities.
3. Faculty members who meet the following requirements may be admitted to the category of Full Professor of the CEU Universities by Track 1:
 - a) External accreditation from the ANECA for access to the body of University Professors, or any other similar accreditation issued by an autonomous University Quality Agency.
 - b) A self-report of services rendered to the Institution, which will be validated by the Standing Committee of the Governing Council of each CEU University. This report, as a guideline, will reflect the teaching and research career, training capacity, institutional services, social projection or any other aspect that is relevant to the life of the university, both in those carried out in the category of

The following items are not included in this item as the expected contributions to the university upon promotion to the category of Full Member.

4. The promotion to Full Professor by route 1 has no limit on the number of positions per budget or category structure of the center/department.
5. Faculty members who meet the following requirements may be admitted to the category of Full Professor of the CEU Universities by Track 2:
 - a) Recognition of the basic requirement of the academic category by fulfilling one of the following 2 alternatives:
 - 1) Recognition of 2 research or transfer periods (six-year CNEAI or by any other Quality Agency) in their area of knowledge.
 - 2) The recognition of 1 research or transfer period (six-year CNEAI or by some other Quality Agency) in their area of knowledge, plus 1 management period recognized by each CEU university, according to established criteria (Annex I).
 - b) In order to be promoted to this category, it is required to have positive teaching evaluation surveys during four academic years. A positive survey will be considered positive when the grade is higher than 7 out of 10 points.
 - c) A self-report of services rendered to the Institution, which will be validated by the Standing Committee of the Governing Council of each CEU University. This report, as a guideline, will reflect the teaching and research career, training capacity, institutional services, social projection or any other aspect that is relevant to the life of the university, both in those carried out in the starting category as well as the contributions to the university expected upon promotion to the category of Full Professor.
6. Promotion to Full Professor by route 2 is conditioned to the needs of the Faculty or School, economic availability, seniority and suitability in accordance with the criteria of the self-report. Once the suitability of the application for the position made by each PDI has been examined, the Rector, having heard the opinion of the Standing Committee of the Governing Council, will submit the proposal to the Board of Trustees with the justification of the academic and economic criteria of the proposal.
7. The Assistant Professor who meets the merits set forth in Article 7.3 or 7.5 of these regulations shall notify the Department Director, the Dean or School Director and the competent Vice Chancellor, together with the supporting documents and a request for promotion.
8. The competent Vice-Rector shall submit the request for promotion to the Standing Committee of the Governing Council of the professor indicating whether they meet the requirements for access to the category of Full Professor.

9. The application may only be denied by the Standing Committee of the Governing Council if the applicant Professor does not meet the requirements indicated in Art. 7.3 or 7.5 and taking into account point 7.6 of these Regulations.
10. In case of refusal, the requesting professor may submit a complaint to the Rector within 10 working days of notification, and the Rector must resolve the complaint within 10 working days of the required communication.
11. The Rector, having heard the Standing Committee of the Governing Council, shall communicate the proposal for appointment of the Full Professor to the Board of Trustees of the Foundation. The effective date shall be the date of the report of the Standing Committee of the Governing Council, even if there is a subsequent communication to the Board of Trustees of the Foundation.
12. Annually, each CEU University shall include in its budget the economic amount corresponding to the number of professors who are likely to become Full Professors at its University.

ARTICLE 8. ACCESS TO THE CATEGORY OF PROFESSOR

1. The Professor is the permanent Teaching and Research Faculty who, meeting the conditions required in the Organization and Functioning Rules of the University, performs teaching, research and management functions, developing the programs according to the orientation of the center and assuming the academic tasks assigned to them, in accordance with the guidelines established by the Center.
2. Two alternative routes are established for access to the category of Professor of the CEU Universities.
3. Faculty members who meet the following requirements may be admitted to the category of Professor of the CEU Universities by Track 1:
 - a) External accreditation from ANECA for access to the University Professors Corps, or any other similar accreditation issued by an autonomous University Quality Agency.
 - b) A self-report of services rendered to the Institution, which will be validated by the Standing Committee of the Governing Council of each CEU University. This report, as a guideline, will reflect the teaching and research career, training capacity, institutional services, social projection or any other aspect that is relevant to the life of the university, both in those carried out in the initial category as well as the contributions to the university expected upon promotion to the category of Professor.
4. The promotion to Professor through track 1 has no limit on the number of positions per budget or category structure of the center/department.
5. Faculty members who meet the following requirements may be admitted to the category of Professor of the CEU Universities by Track 2:

- a) Recognition of the basic requirement of the academic category by fulfilling one of the following 2 alternatives:
 - 1) In the field of Humanities, Social Sciences and Technical-Humanistic specialties:
 - a) Recognition of 3 research or transfer periods (six-year CNEAI or any other Quality Agency) in their area of knowledge.
 - b) The recognition of 2 research or transfer periods (six-year CNEAI or from any other Quality Agency) in their area of knowledge, plus 1 management period recognized by each CEU university, according to the established criteria (Annex I).
 - 2) In the field of Experimental Sciences:
 - a) Recognition of 4 research or transfer periods (six-year CNEAI or any other Quality Agency) in their area of knowledge.
 - b) The recognition of 3 research or transfer periods (six-year CNEAI or from any other Quality Agency) in their area of knowledge, plus 1 management period, recognized by each CEU university, in accordance with the established criteria (Annex 1).
 - b) In order to be promoted to this category, it is required to have positive teaching evaluation surveys during four academic years. A positive survey will be considered positive when the grade is higher than 7 out of 10 points.
 - c) A self-report of services rendered to the Institution, which will be validated by the Standing Committee of the Governing Council of each CEU University. This report, as a guideline, will reflect the teaching and research career, training capacity, institutional services, social projection or any other aspect that is relevant to the life of the university, both in those carried out in the initial category as well as the contributions to the university expected upon promotion to the category of Professor.
 - d) Have directed or co-directed a minimum of 3 doctoral theses.
 - e) Have been Main Researcher (MR) of an external competitive research project (by way of example, convened by the AEI, the FIIS, the autonomous communities, Horizon Europe projects or subsequent framework programs or private foundations of recognized prestige such as the Ramón Areces, La Caixa, or BBVA) that has been assessed with at least a grade of B (or equivalent) in the last 10 years, without it being necessary that the project has been funded.
6. The promotion to Professor through track 2 is conditioned, even in cases where there are several candidates, to the needs of the Faculty or School, economic availability, seniority and suitability in accordance with the criteria of the self-report. Once the suitability of the application for a position made by each PDI has been examined, the Rector, after having

heard the opinion of the Permanent Commission of the Governing Council shall submit the proposal to the Board of Trustees with the justification of the academic and economic criteria of the proposal.

7. Annually, each CEU University will allocate in its budget the economic amount corresponding to the number of professors who are likely to be promoted to the category of Professor at its University.
8. The Full Professor who meets the merits set forth in Article 8.3 or 8.5 of these regulations shall notify the Department Director, the Dean or School Director and the competent Vice-Rector, together with the supporting documents and a request for promotion.
9. The competent Vice-Rector shall submit the request for promotion to the Standing Committee of the Governing Council of the professor indicating whether they meet the requirements for access to the category of Professor.
10. The application may only be denied by the Standing Committee of the Governing Council if the applicant Professor does not meet the requirements indicated in Art. 8.3 or 8.5 and condition 8.6 of these Rules.
11. In case of refusal, the requesting professor may submit a complaint to the Rector within 10 working days of notification, and the Rector must resolve the complaint within 10 working days of the required communication.
12. The Rector, having heard the Standing Committee of the Governing Council, shall communicate the proposal for the appointment of Professor to the Board of Trustees of the Foundation. The effective date will be the date of the report of the Standing Committee of the Governing Council, even if there is a subsequent communication to the Board of Trustees of the Foundation.

CHAPTER 3. ADDITIONAL, TRANSITORY AND REPEALING PROVISIONS

ADDITIONAL PROVISION ONE: ACCESS TO ASSOCIATE PROFESSOR CATEGORY

1. Exceptionally, for a period of 3 years from the entry into force of these Regulations, faculty members who meet the following requirements may accede to the category of Assistant Professor at CEU Universities:
 - a. Collaborating Professor Doctor who, although not complying with the requirement of art. 6.2 a), accredits the rendering of teaching services as Collaborating Professor or Collaborating Professor Doctor for twelve years.
 - b. However, in order to continue promoting to the category of Full Professor, it will be necessary to have obtained the accreditation as Private University Professor or Hired Doctor Professor from ANECA, as well as similar accreditations from other competent University Quality Agencies.

2. The application may only be denied by the Standing Committee of the Governing Council when the applicant Professor does not meet the requirements indicated in paragraph 1 of this additional provision.
3. In the event that the Hired Doctoral Professor who aspires to the category of Assistant Professor is in the exceptional circumstances indicated in section 1 of this additional provision, the same procedure indicated in articles 6.4 and following of these regulations shall be observed.

SECOND ADDITIONAL PROVISION: EQUALIZATION OF MANAGEMENT AND ACADEMIC TRANCHES

1. In the case of UCH, for permanent professors hired prior to the 2023-2024 academic year and for the purposes of promotion to the categories of full professor and professor, the management periods required may be equated to "academic" periods. Additionally, in the case of promotion to the category of full professor, a six-year period of research may be equated to an academic period or a management period. It is thus understood that the 3 or 4 six-year periods may be replaced by up to 2 academic periods or 1 management period and 1 academic period. In this case, they will receive the designations of Associate Professor and Ordinary Professor, respectively.
2. By "academic" section we mean collaboration with high dedication in tasks such as mentoring, complementary training in competencies (UCH's own competency training degree), coordination of internships, teacher-driver training in tutoring skills, etc. (Annex II).

FIRST TRANSITORY PROVISION

1. The Regulations of the Promotion System of the PDI of CEU universities will enter into force on the first day of the academic year following approval by the Board of Trustees of FUSP. Notwithstanding the above, the promotion routes described in Article 7.3 (promotion route 1 to Tenured Professor) and Article 8.3 (promotion route 1 to Professor) will come into force upon approval by FUSP Board of Trustees.
2. However, a transitional period of 3 years from its entry into force is established, that is, between September 1, 2025 and August 31, 2028. During this transitional period, and without prejudice to what is established in this Regulation, the PDI who had been hired prior to September 1, 2025 may be promoted according to the rules in force in the previous Regulation of the CEU Faculty Promotion System.

SECOND TRANSITORY PROVISION

1. Promotion processes initiated prior to the entry into force of these Regulations shall continue their course until their completion in accordance with the regulations in force at the time of their initiation.

SOLE DEROGATORY PROVISION

1. Any previous regulation that contravenes the provisions of these regulations is hereby repealed.

ANNEX I. SYSTEM OF RECOGNITION OF MANAGEMENT TRANCHE

I. INTRODUCTION

In the context of **recognizing and valuing the contribution (and cost-opportunity) of the PDI in management positions**, an essential activity for the functioning and progress of the university, a **system of recognition of management periods** has been developed, included in the new PDI promotion system.

This system is designed to **fairly and equitably** reflect the commitment, dedication and impact of each individual **based on their role and responsibilities** within the university. The aim is to foster a motivating work environment that **recognizes sustained effort, management excellence, opportunity cost** and university service, and encourages the participation of the PDI in the development of management functions.

The structure of the system is based on the **assignment of points for management achievements and contributions**, given their importance in driving the university's current strategic objectives. The system is **organized around four groups**, each encompassing a variety of positions (statutory and non-statutory) that reflect **similar levels of responsibility and contribution to the university's mission and vision**, with a classification ranging from **positions of greater responsibility to essential service roles in the different centers**. The system **assigns points per year** according to the position, establishing **specific recognition thresholds** that are **attainable in a given number of years**.

The purpose of this document is to **present in detail the structure of the system**, the defined groups, the allocation of points and recognition thresholds, **as well as criteria and considerations** to be taken into account in the implementation of the system.

II. SYSTEM DEVELOPMENT

1. Structure of the Scoring and Evaluation System:

A **point value per year** is assigned to **each academic position**, with higher scores for positions of greater responsibility and a **threshold of 40 points for recognition of the management period**.

Group	Charges	Points per year	Years to reach threshold
A	Rector	10	4
B	Vice-rectors, Secretary General, Dean/Director	7	6
C	Vice-Dean/Assistant Director, Academic Secretary, Quality Director, Assistant Vice-Rector, Deputy Secretary General, Institute Director, Director, Assistant Director and Secretary CEINDO	6	7



D	Department Director, Department Secretary, Degree Director, Degree Coordinator, Master's Degree Coordinator, Master's Degree Director, Head of Quality Centers, Head of IR and IBPS, Coordinator and Secretary of CEINDO Programs, University Delegates	5	8
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It is essential to note that the **allocation of points** for recognition of management activity in academic positions is commensurate with the **responsibility performed and workload**. This proportionate approach ensures that the criteria are fair and relevant, adequately reflecting **the unique contributions of each role within the university**.

2. Other System parameters and considerations

- **Evaluations for recognition** will be carried out **when the PDI requests** the recognition of the corresponding section.
- In this system, **the TEN courses prior to the beginning of the system will be contemplated. A transitional period of TWO years** is established from the start-up of the system in which **the period will be TWELVE years**.
- It is established that the accumulation of points is based on the premise that **there is a favorable evaluation of the performance of the position**. In this way, **not only the length of service is recognized, but also the quality and effectiveness** with which the responsibilities inherent to each academic leadership position have been handled.
- Therefore, for each application, an **appraisal report** will be requested **from the person directly responsible for the PDI for each of the positions held**.
- It is established that, **once a PDI has reached the required threshold of points and has undergone a positive evaluation**, the final **recognition** will be granted upon approval by the SC of the GC.
- **Scoring for Combined Positions:** In cases where an academic holds more than one position simultaneously, **the score of the highest-ranking position plus one point per year for each of the other positions held simultaneously will be awarded**.
- **Minimum period of activity:** 1 year. Positions held for periods of less than 1 year shall not be included in this system.

ANNEX II. SYSTEM OF RECOGNITION OF ACADEMIC LEVEL (APPLICABLE IN UCH)

I. INTRODUCTION

In the context of **recognizing and valuing the contribution of the teaching and research staff in academic activities** that are essential for the functioning and progress of the university, a **system of recognition of academic periods** has been developed, as part of the new promotion system for the teaching and research staff.

This system is designed to **fairly and equitably** reflect the commitment, dedication and impact of each PDI **according to their role and responsibilities** within the university. The purpose is that, by recognizing this work within the academic section, the participation of the PDI in the development of strategic academic functions for the university is incentivized.

The structure of the system is based on the **assignment of points for achievements and contributions in certain academic tasks**, given their importance in the promotion of the university's current strategic objectives.

II. SYSTEM DEVELOPMENT

Structure of the Scoring and Evaluation System:

A point value is assigned to each academic work and a threshold of **40 points** is established for the recognition of the academic tranche. The different tasks recognized in the academic bracket and their points are detailed below:

Teaching collaboration in the Exclusive Degree.

Includes coordination of a subject, teaching and preparation/training for teaching:

- a) Subject coordinator of the Exclusive Degree: 2.4 points per academic year.
- b) Teaching staff of the Proprietary Title
 - i. Principal teacher: 1.6 points per academic year (for a minimum of 5 hours).
 - ii. Teaching assistant (this would be a trainee teacher or a teacher who assists the principal teacher during an activity carried out with a large group of students); 1.2 points per academic year (for a minimum of 5 hours).
- c) Training in competencies to collaborate in the Exclusive Degree 0.8 points per academic year, for a minimum of 2 hours.

Student mentoring (1)

The task of mentoring a student involves accompanying them during their comprehensive education as a person, beyond the acquisition of the technical competencies associated with the degree they are studying. Mentoring requires a proactive attitude on the part of the mentor towards the student, as well as permanent monitoring and closeness in order to motivate and guide them during this integral formative growth, with the aim of improving their employability.

1.2 points are established per academic year and for a minimum of 5 students (or their proportional part up to a maximum of 15), requiring a positive evaluation by the competent Vice-rectorate.

Promotion of the University

The participation of the teaching staff in the University's promotion process is a fundamental and necessary task. It is therefore important to recognize their involvement by establishing two types of participation.

- a) New Student Admission Interviews: The interview process of prospective students of CEU Universities is essential and requires the participation of the faculty of the different Faculties. It will be the Academic Secretary of the Faculty/School/Campus to which the candidate is attached, who will certify their collaboration in the interview process, indicating the Degree in which the activity has been carried out, the academic year and the number of interviews carried out. It will be recognized with 3 points per academic year when the professor belongs to the team of interviewers and has carried out at least five interviews.
- b) Talks and Conferences addressed to Schools/Centers/School Groups in Promotion of the University (certified by the corresponding person in charge): 0.3 points will be awarded for each activity carried out.

Collaboration in the Plan of Excellence

It includes the coordination/responsibility for one of the blocks or modules that make up the Excellence Plan or the collaboration in any of the proposed activities.

- a) As Director/Coordinator of the Plan: 2 points per course.
- b) As the person in charge of a training block or module: 1.2 points per course.
- c) As a teacher/speaker in any of the activities that make up a training block or module: 0.9 points per course (for a minimum of 5 hours).

Special cases: Other academic management and coordination services: Course Coordinator, Practicum Coordinator, Entrepreneurship Tutor, ECOE Coordinator, Secretary or Head of Research Ethics Committee, Coordinator of Research Management Units, Degree Internship Coordinator, Mobility Programs Coordinator, International Programs Coordinator, Head of International Relations and IBPS, Head of Faculty/School/Campus Quality, Head of Equality Unit, Coordinators of own degrees and others of equivalent level (whose list will be specified by the Rector in each call): 2.4 points per year.

Special cases: Collaboration in academic-clinical outreach activities

This section includes activities that are not reflected in the Teaching Organization Plan (POD) but whose development has an impact both on the training of students and on the visibility of the universities in society.

- a) Welfare work linked to CEU university clinical centers: This section includes the activities carried out by the permanent teaching staff included in the POD when these activities have not been included in the POD. The degrees of Medicine, Dentistry, Pharmacy, Nursing, Physiotherapy, Psychology, Veterinary Medicine and others in the field of biosanitary sciences have an important and essential assistance and teaching work that is carried out in the University Clinics and Clinical Services. This assistance work carried out by the teaching staff



is not included in the Teaching Organization Plan, so it is necessary to establish criteria for the recognition of this activity. In this sense, those responsible for the University Clinics (Directors) and Services will be the ones to certify the participation of the faculty in the assistance activity, indicating clearly and accurately the number of hours per week in which the physician performs the assistance work that is not included in the POD. It is established that the recognition of the assistance activity will be carried out on the basis of the following hours per week that the physician has dedicated to this work according to the following criteria:

- More than 10 hours/week: 2 points per academic year.
- Between 6 and 10 hours/week: 1.5 points per academic year.
- Between 3 and 5 hours/week: 0.8 points per academic year.
- Less than 3 hours/week: 0.2 points per academic year.

III. Other System parameters and considerations

- The evaluations to obtain the recognition will be carried out when the PDI requests the recognition of the corresponding tranche.
- In the implementation of the system, the TEN courses prior to the beginning of the system will be considered.
- The accumulation of points is based on the premise that there is a favorable assessment of the performance of the position. In this way, not only the length of service is recognized, but also the quality and effectiveness with which the responsibilities inherent to each academic leadership position have been handled.
- Therefore, for each application, an evaluation report will be requested from the person directly responsible for the PDI for each of the academic responsibilities.
- It is established that, once a PDI has reached the required threshold of points and has undergone a positive evaluation, the final recognition will be granted upon approval by the ST of the GC.
- Minimum period of activity: 1 year. Responsibilities performed in periods of less than 1 year will not be included in this system.
- Merits may only be computed for the academic periods of the 10 academic years prior to the approval of this system.
- If the research and academic periods overlap in time, a minimum of 12 academic courses will be required for promotion from Assistant to Full Professor and 6 courses from Full Professor to Full Professor.