

Human Resources Strategy for Researchers at UMU HSR4R-UMU

DATE ENDORSEMENT CHARTER AND CODE: 01/10/2018

Universidad de Murcia ACTION PLAN

An action plan is defined as: *‘A sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed. An action plan has three major elements (1) Specific tasks: what will be done and by whom; (2) Time horizon: when will it be done; (3) Resource allocation: what and who is available for specific activities.*

The **40 principles assessed in the Gap Analysis** span 4 areas of the C&C (Ethical and Professional aspects; Recruitment and Selection; Working Conditions and Social Security; Training and Development). UMU has described the ‘state of play’ under these headings.

The **UMU’s Action Plan** specifies actions that overcome existing/emerging gaps, indicate ownership and responsibility of these and a timeframe for implementation.

The timeline covers two years up to the first internal review. Timing is indicated by quarters of a year.

- Action Plan includes short-term interventions and long-term systemic actions that bring about culture change;
- Actions include indicators and/or targets for success that underpin the quality of the outputs and outcomes;
- Quantitative targets have been included in the Action Plan where appropriate and relevant

The UMU is aware that an **Open, Transparent and Merit-Based Recruitment OTM-R policy** should be embedded in a global Human Resources strategy to improve the working conditions of researchers and attract researchers from abroad. All these policies should be complementary and form part of the UMU's overall policy to enhance its quality and pursuit of excellence as well as researchers' careers and mobility. The **focus of the UMU OTM-R system** will be on recruiting the best person for a specific job and that all recruitment procedures are based on principles of equal opportunities for all candidates (internal and external).

OTM-R policy at the UMU will improve and implement measures in the following three phases of the process:

1. Advertising and application phase: Actions 1, 2, 4 and 7 of the Action Plan
2. Evaluation and selection phase: Actions 6, 8, 9, 10 and 11 of the Action Plan
3. Appointment phase: Actions 5, 12, 13 and 14 of the Action Plan

Web link to the UMU’s HR Strategy dedicated webpage: <https://www.um.es/web/operum/hrs4r>

Actions to be undertaken in UMU’s HRS4R to address the weaknesses or strengths identified in the Gap-Analysis:

These activities are co-funded by ERDF Operational Programme of the Region of Murcia 2014-2020, Line of Action 2: “Guidance, search for partners and funding for International R&D&I Projects” - Action line ATRAE

	Proposed ACTIONS	GAP Principle(s)	Timing (at least by year's quarter /semester)	Responsible Unit	Indicator(s) / Target(s)
1	<p>Improve some sections of the UMU website:</p> <p>a) the Research and Teaching website (https://www.um.es/web/pdi/normativa) including national, sectoral or institutional regulations in relation to the contractual and legal obligations that apply to UMU researchers.</p> <p>b) English version of the e-recruitment tool "Convocum".</p>	5, 13, 21, 34	Q3 2019 point a; Q3 2020 point b	Human Resources Area in collaboration with Applied Information and Communication Technologies Area (ATICA) and General Services for University Information (SIU).	Web update day
2	Translation into English of the internal UMU policies and documents linked to the HRS4R activities and the relevant sections of UMU website.	5, 15	Q3 2020	Vice-rectorate for Internationalization in collaboration with Vice-Rectorate for Quality, Culture and Communication	<p>Publication date in UMU website.</p> <p>Pages available in English.</p>
3	Publication of a quarterly Newsletter "HRS4R-UMU", where the relevant aspects related to the way in which the UMU complies with and advances in the principles of the charter and code of conduct will be transferred to the research community.	2, 5, 7, 8, 9, 24, 30, 32, 33, 34, 37, 38	Starting on Q3 2019 every 3 months.	Vice-rectorate for Internationalization-Operum	<p>Nº of newsletter sent.</p> <p>10% opening rate of the newsletters.</p>
4	Define a unified, open, transparent and merit-based recruitment policy document for the UMU.	11, 12, 13, 15, 16, 20	Q2 2021	Human Resources Area Vice-rectorate for Teaching Vice-rectorate for Research and Knowledge Transfer Vice-rectorate for internationalization	Date of approval by UMU's government of a common policy document strategy for the implementation of OTMR policy.
5	Development of a new feedback evaluation report for the human resources selection processes at UMU.	5, 11, 14, 15, 16	Q2 2020	Human Resources Area Vice-rectorate for Teaching	<p>Nº of complete feedback reports send to the candidates.</p> <p>Nº of new measures created to verify compliance with existing regulations.</p>
6	Creation of a general merit model rule that can be downloaded by those responsible for the selection processes and which contemplates the aspects recommended in the code.	5, 11, 12, 15, 16, 18, 21, 29	Q1 2020	Human Resources Area Vice-rectorate for Teaching	<p>New template for job positions.</p> <p>Nº of job vacancies advertised in the new</p>

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					template.
7	Publication of positions linked to international research projects in Euraxess	5, 11, 15, 16	Q1 2020	Human Resources Area Vice-rectorate for Teaching	Nº of calls published in Euraxess
8	Involvement of the Gender Unit in the evaluation and selection commissions for recruitment of researchers.	14, 27	Q1 2020	Unit for Equal Opportunities for Women and Men, Human Resources Area Vice-rectorate for Teaching Vice-rectorate for Research and Knowledge Transfer	Nº of selection and evaluation commission monitored.
9	Broaden the assumptions allowing for the consideration of interruptions in the research career without sanction, including especially stays in other sectors (industry/other academic sectors) and training, to adapt them to the current needs of the UMU.	17	Q2 2020	Human Resources Area Vice-rectorate for Teaching Vice-rectorate for Research and Knowledge Transfer Vice-rectorate for internationalization	Approval by UMU's government of new rule for job positions available on the UMU website.
10	Inclusion of the recognition of mobility in the standard scale model. It will be taken into account that all categories of PDI have the option of being able to carry out mobility.	18, 29	Q2 2020	Human Resources Area Vice-rectorate for Teaching Vice-rectorate for Research and Knowledge Transfer Vice-rectorate for internationalization	Approval by UMU's government of new rule for job positions available on the UMU website.
11	Improvement of the document on "recommendations/good practices in the performance of the selection boards for official staff", which could be extended/adapted to the recruitment of staff assigned to research projects. It will be provided in Spanish and English.	11, 14, 19	Q1 2020	Human Resources Area Vice-rectorate for Teaching Vice-rectorate for Research and Knowledge Transfer	Date of publication of the document.

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				<i>Vice-rectorate for internationalization</i>	
12	Preparation of a welcome pack in Spanish and English for researchers, indicating the institutional norms, their references and links and information about training possibilities and norms related to IPR issues. This information could be presented (in the form of a brochure or in digital format) to the researchers when they sign their contracts with the UMU.	8, 23, 31	Q3 2020	<i>Vice-rectorate for Internationalization-International Welcome Point-Operum</i>	<i>Welcome pack available at UMU website. Nº of welcome packs distributed.</i>
13	Set up a Research Career Development Service (RCDS) to help researchers plan, within the resources available at regional, national and international level, all those activities that foster job stability both outside and within the academic environment.	8, 25, 28, 30, 39, 40	Q2 2021	<i>Vice-rectorate for Employment, Entrepreneurship and Society Vice-rectorate for Research and Knowledge Transfer Vice-rectorate for internationalization</i>	<i>Nº of assessments given by the RCDS.</i>
14	To propose a mediation figure, prior to the University Ombudsman, to settle possible disputes between doctoral students and tutors or thesis directors (Coordinator of Doctorate Programme, Doctorate Commission).	34, 36, 40	Q2 2021	<i>Vice-rectorate for Studies Vice-rectorate for Research and Knowledge Transfer Academic Management Area_EIDUM</i>	<i>Day of the official appointment of that figure.</i>
15	Redesigning of the training offer for doctoral students at the UMU. This includes better coordination between courses, a wider offer and a commitment to online training.	31, 38	Q1 2021	<i>Vice-rectorate for Studies Academic Management Area_EIDUM</i>	<i>Nº courses of any subject (technical and transversal) available in English.</i>