

EURAXESS

Process Description

Case number

2018ES360970

Name Organisation under review

Universidad de Jaén

Organisation's contact details

Campus Las Lagunillas, Edif. Rectorado (OFIPI, B1-025), Jaén, 23071, Spain

Date endorsement charter and code

06/12/2018

Submission date to the European Commission

24/01/2020

Process

The HRS4R process must engage all management departments directly or indirectly responsible for researchers' HR-issues. These will typically include the Vice-Rector for Research, the Head of Personnel, and other administrative staff members. In addition, the HRS4R strategy must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4, as well as appoint a Committee overseeing the process and a Working Group responsible for implementing the process.

Please provide the name, the position and the management line/ department of the persons who are directly or indirectly engaged in the HRS4R process in your organisation:

Name	Position	Steering Committee	Working Group	Management line/ Department
Juan Gómez Ortega	R4	☒	☐	Rector - Department of electronic and automatization engineering
Alfonso Cruz Lendínez	R3	☒	☐	Vice rector of Faculty and Academic Management. Nursery Department
Encarnación Ruiz Ramos	R4	☒	☐	Vice rector of Students. Chemical environmental and materials Department
Hikmate Abriouel Hayani	R4	☒	☐	Vice rector of Coordination and Teaching quality. Health sciences Department
Pedro Pérez Higuera	R3	☒	☐	Vice rector of Knowledge Transfer, Entrepreneurship and Employability. Department of electronic and automatization engineering
Felipe Serrano Estrella	R3	☒	☐	Vice rector of Culture and Sports Projection. History of art Department
Sebastián Bruque Cámara	R4	☒	☐	Vice rector of Internationalization. Business management Department
María Teresa Martín Valdivia	R3	☒	☐	Vice rector of Digital University. IT Department
Juan Manuel Rosas Santos	R4	☒	☐	Vice rector of Strategy and Change management. Psychology Department
Eva Murgado Armenteros	R3	☒	☐	Vice rector of Communication and Institutional Projection. Commercialization and market research Department
Olimpia Molina Hermosilla	R3	☒	☐	General Secretariat, Employment law and social security Department
Nicolás Ruiz Reyes	R4	☒	☐	Manager. Signal Theory and communication Department
Gustavo A. Reyes del Paso	R4	☒	☒	Vice rector of Research. Psychology Department

Name	Position	Steering Committee	Working Group	Management line/ Department
Emilio Valenzuela Cárdenas	Administration	☐	☒	Vice Manager of Human resources
Marta Romero Ariza	R3	☐	☒	OFIPI Director. Department of Experimental Sciences Education
Antonio Gálvez del Postigo	R4	☐	☒	Doctorate school Director. Microbiology Department
Pablo Juan Cárdenas García	R3	☐	☒	OTRI Director. Applied Economics
Rosa Martín Mesa	Administration	☐	☒	Responsible of the Research management service
Pedro Serrano Pérez	Administration	☐	☒	Responsible of the Human resources service
Jesús Orta Ortega	Administration	☐	☒	Recruiting staff
Diego López Talavera	R2	☐	☒	Works council, Electronic technology Department
Ana García León	R3	☐	☒	Director of the Unit for a Healthy and Sustainable University. Psychology Department
Manuel Molinos Molinos	R4	☐	☒	Director of the University Institute of Iberian archaeology. Archaeology Department
Eulogio Castro Galiano	R4	☐	☒	Director of the Advanced studies center in energy and environment. Chemical engineering Department
Carmen Gálvez Sánchez	R1	☐	☒	Humanities Department
Javier Ruíz Rus	R1	☐	☒	Mechanical engineering and mining Department
Carmen Rueda Galán	R2	☐	☒	Humanities Department
María José Grande Burgos	R2	☐	☒	Health sciences
Bienvenida Gilbert López	R2	☐	☒	Physical chemistry and analytics Department
Juan de la Casa Higuera	R3	☐	☒	Electronic engineering Department
Carmen Martínez García	R3	☐	☒	Chemical engineering Department

Your organisation must consult its stakeholders and involve a representative community of researchers ranging from R1 to R4 (<https://euraxess.ec.europa.eu/europe/career-development/training-researchers/research-profiles-descriptors>), as well as appoint a Committee overseeing the process and a Working Group responsible for the implementation of the HRS4R process.

Provide information on how the researchers groups were involved in the GAP-analysis:

Stakeholder group	Consultation format	Contributions
ALL	Survey	From an initial universe of 556 researchers, 156 performed the whole survey (28,06%). A more detailed description of the survey's results is available at https://www.ujaen.es/investigacion-y-transferencia/sites/segundonivel_investigacion_y_transferencia/files/uploads/Survey_%20UJA_hrs4r_vf_.pdf . For the whole research community, the less implemented principles are implemented were: 17. Variations in the chronological order of CVs (Code), 28. Career development, 34. Complaints/ appeals, 16. Judging merit (Code) and 29. Value of mobility. Additionally, 16 researchers were engaged in the -working group that analysed the GAP analysis and Action Plan.
R1	Survey/participation in the working group	From an initial universe of 72 R1 researchers, 16 performed the whole survey (22,22%). For these researchers the principles that were less implemented were: 33. Teaching, 17. Variations in the chronological order of CVs (Code), 13. Recruitment (Code) and 15. Transparency (Code). Additionally, two R1 researchers were engaged in the working group that analysed the GAP analysis and Action Plan.
R2	Survey/participation in the working group	From an initial universe of 32 R2 researchers, 18 performed the whole survey (56,25%). For these researchers the principles that were less implemented were: 25. Stability and permanence of employment, 33. Teaching, 17. Variations in the chronological order of CVs (Code), 28. Career development and 16. Judging merit (Code). Additionally, four R2 researcher were engaged in the working group that analysed the GAP analysis and Action Plan.
R3	Survey/participation in the working group	From an initial universe of 353 R3 researchers, 89 performed the whole survey (25,21%). For these researchers the principles that were less implemented were: 17. Variations in the chronological order of CVs (Code), 34. Complaints/ appeals, 16. Judging merit (Code), 28. Career development and 29. Value of mobility. Additionally, six R3 researchers were engaged in the working group that analysed the GAP analysis and Action Plan.
R4	Survey/participation in the working group	From an initial universe of 99 R4 researchers, 33 performed the whole survey (33,33%). For these researchers the Principles that were less implemented were: 28. Career development, 29. Value of mobility, 34. Complaints/ appeals, 30. Access to career advice and 11. Evaluation/appraisal systems. Additionally, four R4 researchers were engaged in the working group that analysed the GAP analysis and Action Plan.
Administrative and Services Staff	OTM-R Survey / Participation in the working group and OTM-R working group	Four members of the UJA Administrative and services staff engaged in managerial duties, human resources, dissemination and training, and technology transfer, were included in the Working Group. Additionally, 6 administrative staff were also engaged in the OTM-R survey, for the analysis of the survey results.

Please describe how the Committee overseeing the process was appointed and how it worked (meetings, decisions, etc.):

Several meetings at the Governing Board were held to start the process for obtaining the HRS4R award. In these meetings, the officer in charge of the process was defined, Gustavo A. Reyes, Vice-Chancellor of Research, and an estimation of FTE and resources were forecasted. Methodology was defined and the remaining Steering committee members for the implementation of the process were selected. (see first table above).

As members of the Governing board of the UJA, the Vice Chancellors whose competences are more associated with HRS4R's criteria, were selected as members of the Steering Committee. In addition, they will be responsible of the implementation of the Action Plan. This strategy was followed to assure that the actions planned will follow the defined schedule, irrespectively of a potential change in the Governing board of the UJA.

Please describe how the Working Group doing the Gap Analysis was appointed:

The selection of the working group responsible for the GAP Analysis was appointed considering the different profiles, education, location and experience available at UJA.

In terms of their profile: R4 (4), R3 (6), R2 (4), R1 (2) and 4 Administration.

In terms of Education: Technical studies (9), Law and Social sciences (2), Environmental and Health Sciences (3), Humanities and education (3), and Administration (4).

In terms of gender Males (13), Females (7).

In terms of Location Jaén (19), Linares (1).

Presentations of the HRS4R strategy were performed on November 2018, in the different UJA campuses. Attendants to the different meetings were invited to integrate the working group, and to perform the survey.

An on-line survey querying the degree of the implementation of the 40 HRS4R criteria was designed and distributed among all the researchers of the University (556 researchers). The opinions, suggestions and GAPs detected in the survey were the starting point for the discussion about the implementation of the 40 criteria UJA. A second on-line survey was distributed to 6 members of the UJA staff with responsibilities in OTM-R related issues. The collected information was used for studying the implementation of the OTM-R criteria at UJA.