



Agencia Andaluza del Conocimiento
CONSEJERÍA DE CONOCIMIENTO, INVESTIGACIÓN Y UNIVERSIDAD

AUTONOMOUS COMPLEMENTS:

Guide for evaluation of teaching and research activities, and management of teaching and research staff at the Andalusian Public Universities

DIRECTION FOR EVALUATION AND ACCREDITATION

Version 1.2 – January, 18, 2019

Approved by the Teaching Staff Area



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INTRODUCTION

The Organic Law on Universities 6/2001, December 21, and the amendment approved by the Organic Law 4/2007, April 12, provided in articles 55.2 and 69.3 that the Autonomous Communities might establish additional remunerations for teaching and research staff based on teaching, research and managing individual merits. Furthermore, it was also provided these remuneration complements were assigned according to a previous assessment of their activity development.

These aspects are also considered in the Revised Text of the Andalusian Law on Universities, approved by the Legislative Decree 1/2013, January 8, articles 38.2 and 45.2, related respectively to University teaching staff and contract teaching and reasearch staff.

These precepts determine that, within the limits established for this purpose by the Andalusian Governing Council, and by the procedure established according to regulations, the Social Council, at proposal of the University Governing Council, previous a favourable report or positive valuation by the Andalusian Knowledge Agency, might agree the singular and personalised allocation of remuneration complements related to the exercise of teaching activity, educational training, research, technological development as well as knowledge and managing transfer, academic, research and managing merits.

Within this framework, the Governing Council approved the Agreement of December 22, 2003, on the additional remunerations concerning the Andalusian Public Universities faculty teaching, research and managing merits. This agreement approved the accord between the Regional Ministry of Education and Sciences and the trade union organisations such as Comisiones Obreras (CCOO), Central Sindical Independiente y de Funcionarios (CSI-CSIF) and Unión General de Trabajadores (UGT), signed on September 24, 2003, on the additional remunerations related to academic, research and staff managing merits from the Andalusian Public Universities. This accord established the amounts for the aforementioned complements and the evaluation procedure of teaching, research and managing activities performed by the Andalusian Public Universities research staff.

In accordance with article 27 of the Andalusian Law 16/2007, December 3, on Science and Knowledge, the competencies in the evaluation and accreditation of University activities were assigned to the Andalusian Knowledge Agency (AAC). The aforementioned agreement also provided that this Agency, which is the result of the merger of former entities, is competent for the evaluation of teaching, research and managing staff activities performed by the academic and research staff at the Andalusian Public Universities, according to the present call.

By virtue of the aforementioned provisions, the established specific evaluation criteria will be explained in more detail in a subsequent section in this document.

PROCEDURE DESCRIPTION

Figure 1 shows the different stages of the evaluation procedure established by Order of November, 12, 2018, which provided the call for evaluation of teaching, research and managing staff activities performed by academic and research staff at the Andalusian Public Universities.

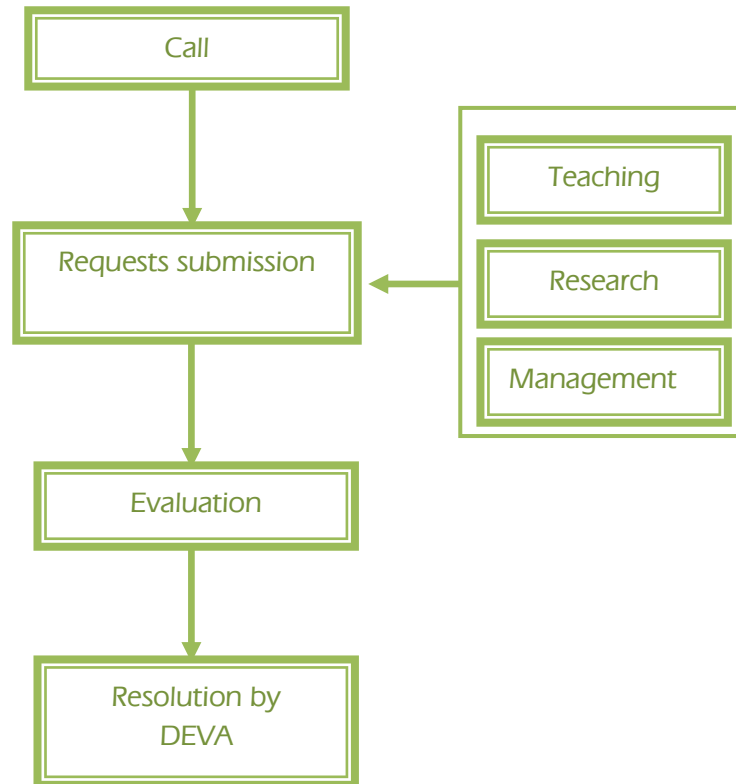


Figure 1. Evaluation procedure of teaching staff

Deadline

The request form will be electronically submitted to the Andalusian Knowledge Agency Direction for Evaluation and Accreditation through the e-tool available on the website.

<http://sica.cica.es>

Application deadline is January, 21, 2019.

Recipients

1. Teaching and research staff, including tenured, full time and civil servant faculty with at least two years of service at the Order publication date, from the Andalusian Public Universities, will be able to request evaluation, given some of the following conditions:

a) The applicants who did not participate in any previous calls established either by the Order of January, 2, 2004 (BOJA n. 9, January, 15), by the Order of July, 26, 2005 (BOJA n. 160, August, 18), or by the Order of May, 26, 2006 (BOJA no. 112, June, 13).

b) The applicants who participated in a previous call, with teaching, research and managing merits subsequently awarded in order to obtain new terms recognition up to the maximum provided. In this case, the period since last evaluation is the only term to be assessed, up to five terms maximum, in accordance with the Agreement of December, 22, 2003.

2. Specifically, the Andalusian Public Universities research staff might participate, with full time contract for more than four years, and after completion of the first two years.

In accordance with the instructions provided by the document "Information and Guidelines on the application procedure of the Autonomous Complements regulated by the Order of the Regional Ministry for Knowledge, Research and University, on the evaluation of the Andalusian Public Universities teaching, research and managing staff activities":

a) Service refers to the Andalusian Public Universities staff contractual years of seniority, not necessarily to the current contract in case there were previous contracts. For partial contracts, service will be considered proportional to the number of hours performed.

b) Temporary Professors' activities are not considered in the order, given that their functions are exclusively related to teaching, in accordance with the provisions in article 16 of the First Collective Agreement on the Andalusian Public Universities Labour Teaching and Research Staff.

c) Concerning research staff, it is required a four years term full time contract, instead of several successive contracts for a lower period.

d) The applicants among the aforementioned professional ranks coming from universities outside Andalusia, who provided special services at Andalusian Public Universities at least for two years, without perceiving remuneration for this concept from their original institutions. The remuneration of such complements will be related to their period of service provision at the Andalusian Universities.

e) Additionally, the candidates who are currently providing special services at universities or institutions outside Andalusia, might submit the evaluation request. The terms will be allocated since their reincorporation to the corresponding Andalusian university.

Request information

The candidates participating in this evaluation for the first time must provide all the information corresponding to their academic career.

The candidates who participated in a previous call must only apply for the evaluation of their merits from January 1st of the year when the application was submitted.

The merits obtained up to December, 31, 2018, will be evaluated, notwithstanding that recognition is subsequently awarded.

The data concerning the recognised academic five-years and research six-year terms, verified by the university, as well as the academic terms excluded from the academic five-years terms and academic managing positions, will be available on the electronic application form.

Two different types of evaluation, which are not considered mutually exclusive, are taken into account:

Basic Evaluation

Recognised teaching five-years terms and research six-years terms.

Additional Evaluation

Teaching

Teaching periods not included in the teaching five-years terms. Dedication to the provision of teaching for each term must be indicated.

Research

The terms of six years in ascending order not included within the recognised research six-years terms. The last term lower to six years might be included.

Institutional services

The terms of four years in ascending order. The last term lower to four years might be included.

Request evaluation

The Commission for Autonomous Complements Evaluation (hereinafter CAECA) is composed of the AAC Director for Evaluation and Accreditation and a prestigious academic member in each field of knowledge established in the Agreement of December, 22, 2003, issued by the Governing Council, on additional remunerations related to teaching, research and faculty managing merits at the Andalusian Public Universities.

In order to ease CAECA's work, a committee in each academic field will be established:

- Health Sciences
- Cellular and Molecular Biology
- Natural Sciences
- Physics and Mathematics
- Chemistry
- Social, Communication and Educational Sciences
- Economic and Management Sciences

- Legal Sciences
- Art and History
- Philology, Philosophy and Linguistics
- Engineering and Architecture

The commissions' composition, selection, appointment and functions are ruled by the provisions in DEVA's documents "Selection and appointment of evaluators" and "Evaluation programmes: evaluation procedures and functions".

Evaluation report

The evaluation report must be explanatory. It must include numerical terms, in accordance with the parameters and weighted percentages established in the Agreement of December, 22, 2003, issued by the Governing Council. This report must also indicate the awarded terms and scoring obtained in each one of the components.

The final assessment will be, if applicable, the sum of basic and additional evaluations. In any case, for economic effects, the maximum number of points that might be obtained will be 4 for teaching component, 4 for research component and 3 for institutional services component.

Concerning the applicants who participated in any previous call, for the points calculation, the marks obtained in the previous call will be added to the points obtained at the current call in each of the components. Taking into account the provisions in the Agreement of December, 22, 2003, issued by the Governing Council with regards to the additional remunerations related to teaching, research, and faculty managing merits at the Andalusian Public Universities, for economic effects, the maximum number of points that might be obtained will be 4 for teaching component, 4 for research component and 3 for institutional services component.

The applicants who obtained the maximum calculable grading in a previous call will not have to provide any additional merits in the corresponding component.

The minimum grading necessary to obtain the terms are:

- 2 points → 1 term.
- 4 points → 2 terms.
- 6 points → 3 terms.
- 8 points → 4 terms.
- 10 points → 5 terms.

When the difference between the calculable total grading and the necessary grading to obtain the following term is lower than a tenth of it, the following term will be awarded.

The applicants who had consolidated a number of terms in a previous evaluation, will obtain an updated number of terms in the current call evaluation.

Examples:

| | Calculable points for terms included in previous application | Points obtained in this call | Calculable points for terms |
|----------------------|--|---|-----------------------------|
| Teaching Component | 4 | No need to provide additional information | 4 |
| Research Component | 1 | 1 | 2 |
| Management Component | 1 | 2 | 3 |
| Terms | 3 | | 4 |

| | Calculable points for terms included in previous application | Points obtained in this call | Calculable points for terms |
|----------------------|--|------------------------------|-----------------------------|
| Teaching Component | 2,3 | 3,2 | 4 |
| Research Component | 0,5 | 3,8 | 4 |
| Management Component | 1,3 | 5 | 3 |
| Terms | 2 | | 5 |

Resolution

The Direction for Evaluation and Accreditation will issue a final resolution on all the applications submitted, and it will be notified to the applicants and the Andalusian Public Universities' Rectors.

Appeals

The final evaluation resolution issued by the Direction for Evaluation and Accreditation means the exhaustion of administrative remedies. Appealing against this resolution must be received either by the competent Court for administrative litigation within two months of the following notification day, in accordance with the provisions in articles 8.3, 14 and 46.1 of Law 29/1998, July, 13, regulating the Contentious-Administrative Jurisdiction or, by the Direction as an appeal for consideration, within a month of the following notification day, in accordance with the provisions in articles 112, 114, 123 and 124 of Law 39/2015, October, 1, regulating the Common Administrative Procedure in Public Administrations.

The appeals estimated will be notified to the applicants, the Regional Ministry for Knowledge, Research and University, as well as to the Rectors of the corresponding Universities.

EVALUATION CRITERIA

As a general rule, the terms inferior to five years of teaching activity, six years of research activity and four years of managing activity, will be assessed proportionally to their duration.

1. Teaching Component

1.1 Terms subject to evaluation:

For the applicants participating for the first time, all the academic career up to December, 31, 2018 is subjected to assessment. For applicants who participated in previous calls, just the merits from January, 1, of the year of the previous call of participation, are subject to evaluation.

Officially recognised five-years terms will be taken into account for basic evaluation, and the terms not recognised for additional evaluation will be certified as teaching five-years terms. To that effect, the years subject to assessment will be divided in ascending order, though not necessarily successive, according to dedication. Initial and final terms dates must be provided.

NOTE: The applicants who participated in a previous call and were awarded a grading valuation of 4 points in this component, will not have to include any additional information in this section given that they were awarded the maximum grading points.

Furthermore, the applicants who obtained 4 points in basic evaluation will not have to provide any information for additional evaluation given that they obtained the maximum grading points.

1.2 Characteristics of contributions (terms) for additional evaluation.

Terms subject to evaluation: (I) Officially certified periods of teaching activity at public Universities which were not subject to a previous basic evaluation. (II) Periods of teaching activity performed by scholarship assistants whenever such activity is officially certified by the corresponding University General Secretary.

The terms or periods provided for Evaluation of Autonomous Complements for teaching component must be related to the university scope. It will be considered only the teaching activity previously recognised by the corresponding university. In case the applicant detected that a term was not certified by the university, such term might be included as a certificate issued by the university General Secretary providing information on dedication.

1.3 Evaluation criteria

Basic evaluation:

- A recognised five-years term is valued 1 point.
- The applicants who participated in a previous call and obtained recognition for a five-years term of teaching activity, will be proportionally assessed since the year of that previous call in which they participated.

Additional Evaluation: all academic fields

- 1/5 point per year of officially grading service, up to the maximum of 1 point per five-years term of teaching activity.
- The number of years of service are calculated according to full-time dedication, both for civil servant and contract staff.
- Part-time dedication, by civil servant and contract staff, is proportionally considered according to dedication.
- Former full-time assistants at University or University Schools must include the terms or periods of teaching component in the section corresponding to 8h (Contract for teaching 8 or more hours); assistants with normal dedication will include the terms in the section corresponding to 3h.

2. Research Component

2.1 Terms subject to evaluation

Academic career pathway up to December, 31, 2018, will be subject to assessment for candidates applying for the first time. For applicants who participated in a previous call, just the merits since January, 1, of the year of that call will be assessed.

All the six-years terms recognised by CNEAI will be considered in basic evaluation (research six-years terms). For additional evaluation, six-years terms of research activity will be subject to evaluation. To that effect, total years of research activity will be divided into terms of six natural years, in ascending order, not necessarily successive, that might be structured into a partial term, inferior to six years, concerning the years left up to December, 31, 2018.

The years subject to additional evaluation are not included in the terms subject to basic evaluation. The terms previously subject to assessment by CNEAI recognised as research six-years terms, might not be subject to additional evaluation.

The applications for evaluation related to six-years term of Knowledge Transfer and Innovation, are not eligible for this call, given that the State's call, with character initially experimental, will open following the publication date of this order.

NOTE: The candidates who participated in a previous call and were awarded a grading valuation of 4 points in this component, will not have to include any additional information in this section given that it is the maximum grading valuation.

Furthermore, the candidates who obtained 4 points in basic evaluation, will not have to include any information for additional evaluation, given that they were awarded the maximum grading valuation.

2.2 Types of contributions

It will be considered a contribution, any unit of the ones indicated below:

Ordinary:

Articles of scientific value in prestigious magazines or publications recognised in its scope.

CODE: 1

Books, monographs or published scientific editions. CODE: 2

Book chapters, monographs, introductory studies, critical editions with recognised scientific value within its scope. CODE: 3

Patents or utility models with provable importance. CODE: 4

Extraordinary:

Reports, studies, papers and scientific opinions with provable value. CODE: 5

Creative papers with technical or artistic character. CODE: 6

Relevant outcomes of prestigious exhibitions, archaeological sites exhibitions or cataloguing. CODE: 7

Direction of doctoral thesis. CODE: 8

Outstanding participation in research projects or contracts. CODE: 9

Doctoral thesis realisation, for the positions for which it is not required a PhD degree. CODE: 10.

As a general rule, ordinary contributions will be preferably considered, excepting other specific indications within a particular academic field. In any case, extraordinary contributions might also be subject to evaluation, with a maximum of 2 for 6 and 5 years terms , 1 for 4 and 3 years terms and 0 for 2 and 1 years terms , in accordance with the provisions in general criteria and in the specific criteria for each field of knowledge. In any case, the number of extraordinary contributions might be superior whenever they have a great quality and a high scientific impact.

Contributions must indicate publication dates or realisation included in the terms subject to evaluation.

2.3 Characteristics of contributions

All contributions must include the information necessary to allow its localization and identification, as well as a summary on each contribution and quality of evidence in the Curriculum section prepared to that effect.

The summary must include the objectives and outcomes obtained for each contribution, stressing its creative and innovative character. It must have 200 words maximum, even though it might include several related contributions in a common summary.

Concerning quality of evidence, those ones considered with higher impact must be underlined to prove the contributions included have enriched knowledge progress or its innovative and creative character. Quality of evidence is: other authors' use of the contributions content, favourable reviews published in prestigious media, prestige of the magazine or author who published the papers, and any other considered by the applicant to be quality of evidence, excluding third people's opinions.

The maximum length for the summary and quality of evidence is 500 words each.

The characteristics related to contributions that must be included for consideration, the information that must be provided and the accrediting documents are shown in Table characteristics of contributions (Research component).

The applicants will just provide the accrediting documents on their contributions after requirement by the Commission. The Commission may request additional accrediting documents, whenever it is conveniently considered.

Table characteristics of contributions of
RESEARCH COMPONENT

| Code CI | Type of contribution | Characteristics that contributions must have | Information that contributions must include in standardised CV | Official documents to provide <u>ONLY</u> if <u>required by the Commission</u> |
|------------|---|--|---|--|
| Ordinary | | | | |
| CI1 | Scientific articles | Scientific articles published in magazines or in other media included in a indexed database with international, national or regional recognition | Authors, year, article title, magazine, volume and/or number, pages, summary and quality of evidence | Copy of first and last page of article. Copy of index and volume pages |
| CI2 | Published books, monographs or coordination of scientific editions | Edited with ISBN | Scientific authors/editors, year, book title, publishing house, ISBN, pages, summary and quality of evidence | Cover page and title, authors, book credits (publishing house, ISBN...), Index, year |
| CI3 | Chapters in books, published scientific monographs ... | In books edited with ISBN | Authors, year, book and chapter title, book and article pages, book publishing house, ISBN, book pages, summary and quality of evidence | Book cover and title, authors, book credits (publishing house, ISBN...), copy of chapter 1st page, Index, year |
| CI4 | Patents and models | Registered | Authors, year of registry, title, number of registry, information on patent exploitation (national, international), scope, summary and quality of evidence | Official certification of patent or model registration |

Extraordinary

| | | | | |
|------|---|---|---|--|
| C15 | Reports, studies, papers and scientific assessment of provable value | Requested by public or private institutions and financed | Authors, year, paper title, type of work (report, study, paper, assessment), funds, institution, extension, summary and quality of evidence | University Official document Copy of Index and conclusions, where applicable |
| C16 | Creative papers with a technical or artistic character | Requested by public or private institutions and financed | Authors, year, paper title, type of work (technical or artistic), funds, institution, extension, summary and quality of evidence | University Official document |
| C17 | Relevant outcomes of prestigious exhibitions, archaeological sites exhibitions or cataloguing | Requested by public or private institutions and financed | Authors, year, paper title, type of work (exhibition, cataloguing), sponsor institution, place of work, duration, funds, catalogue information, summary and quality of evidence | University Official document Copy of cover and Catalogue Index, where applicable |
| C18 | Doctoral thesis direction | Doctoral thesis defenses, with maximum distinction and any special mention (doctoral honors, european doctorate...) | Author, year of defense, department, university, grades, summary and quality of evidence | Thesis title page, Index and summary University Official document, including transcript |
| C19 | Relevant participation in research projects or contract. | Competitive projects, funded, national, international or regional. Contracts with knowledge transfer results | Authors, years, title of project or contract, scope (regional, national or international), institution, funds, summary and quality of evidence | Awarding official document including required information |
| C110 | Realisation of Doctoral thesis (ONLY positions requiring no doctoral degree) | Doctoral thesis defenses, with maximum distinction | Author, year of defense, department, university, grades, summary and quality of evidence | Thesis title page, Index and summary University Official document, including transcript |

2.4 Evaluation criteria

Basic evaluation:

- Each recognised six-years research period will be valued 2 points.
- The applicants who participated in a previous call and had a six-years research period including years previous to that call, will be proportionally valued since the year of the call in which they participated.

Additional evaluation:

GENERAL CRITERIA: ALL ACADEMIC FIELDS

1. The contributions classified as ordinary will be preferably valued. Extraordinary contributions, in accordance with the provisions in section "Types of contributions", will be considered according these general and specific criteria, mentioned below, for the corresponding academic fields.

2. Ordinary and extraordinary contributions will be assessed only if the mean real knowledge progress and meet the justifying requirements that characterise research. Papers merely descriptive or reiterating previous works, will not be assessed, excepting the cases clearly contributing to knowledge consolidation.

3. Articles contributions published in outstanding prestigious magazines will be preferable valued, particularly in the magazines included in scientific ranks leading positions in the "Subject Category Listing" by the Journal Citation Reports of Science Citation Index, Social Sciences Citation Index and Arts and Humanities Index (Institute for Scientific Information, Philadelphia, PA, USA) the Philosopher's Index or the Repertoire Bibliographique of Louvain, and other similar ones. Whenever the applicant's scope is not included in any of the aforementioned ranks, the Committee might use others which properly represent the academic field.

4. The contribution of scientific articles which are not scientifically endorsed as it has been described in the aforementioned section, will be analysed according to the following aspects:

- a) Importance of research paper topic, which must be similar to the topics usually published in the aforementioned magazines.
- b) Accuracy concerning the work proposal and development, as well as its conceptual and argumentative rigour.
- c) Importance of the outcomes, analysed according to the measurable scientific impact.
- d) Research justification must be provided.

5. The following contributions will not be considered:

- a) Textbooks, programmes, outlines, monographs, popular science works or opinion articles, practical cases provided as manuals or "practicum" material to students, excepting those ones that meet the requirements specifically described in the academic

fields and therefore it is deliberately made clear by the applicant. Manuals will be only considered if they represent progress either on the organisation of an unstructured thematic field, or for renewal of content.

b) Text editions or translations, excepting if they are preceded by a prologue, preliminary studies or if they include notes as a result of a personal research, use of critical apparatus and they represent a valuable contribution to their thematic field.

c) Mere cataloguing which do not involve scientific, historical or artistic studies.

d) Mere transcriptions which do not include a critical review or a historical analysis of the document.

e) Prologues or introductions as mere work summaries or descriptions without including critical comments or historical studies; that is to say, they are not critical studies of the work proposal, development and conclusions.

f) Localist works without thematic, territorial or chronological contextualization.

g) Mere legislative compilations, even if they include outlines on concordant, complementary or revoked provisions.

h) Comments on sentences as a mere gloss of them.

i) Opinions and projects which are not of public knowledge.

j) Bibliographic repertoires without including a study, critical review or analysis on its significance within the related area of knowledge.

6. Concerning evaluation of direction or realisation of doctoral thesis, quality of published works as well as the Centres' producing them will be taken into account, given they are national and international outstanding prestigious institutions. In case of including as contribution the applicant's own doctoral thesis and the corresponding published works within the research component, the thesis assessment will be marginal.

7. A contribution will be only considered whenever the applicant have actively participated either as director or performer of the work producing such contribution. Circumstantial participation will not be considered.

8. Whenever possible, the contributions produced in a particular term will be assessed taking into account the scientific context within that period. Whether it is not possible, the available information on the closest period will be used as a reference.

The different academic fields specific criteria are explained below. These specific criteria must take into account the general criteria provided in this document.

SPECIFIC CRITERIA

ACADEMIC FIELDS: 1. HEALTH SCIENCES; 2. CELLULAR AND MOLECULAR BIOLOGY; 3. NATURAL SCIENCES; 4. PHYSICS AND MATHEMATICS and 5. CHEMISTRY

Ordinary contributions, in that order, will be preferably assessed:

1 (Code CI1): SCIENTIFIC ARTICLES published in magazines included in JCR and its assessment is performed according their impact factor on the different research areas divided into quartiles. Whenever the magazine includes more than one area, the best rated research area will be considered.

2 (Code CI4): Registered PATENTS. Their national or international character will be taken into account, as well as whether they are dormant or in exploitation patents.

3 (Code CI2): Published scientific BOOKS OR MONOGRAPHS. National or international character, quality, extension and publishing house prestige will be considered.

4 (Code CI3): BOOK CHAPTERS OR scientific MONOGRAPHS. The same considerations provided for code CI2 will be taken into account for this code.

The following contributions included as extraordinary which meet the requirements specified in the general criteria might be also assessed:

5 (Code CI8): Direction of doctoral thesis.

6 (Code CI9): Direction and relevant participation in research projects.

7 (Code CI10): Realisation of doctoral thesis for positions which do not require a PhD degree.

ACADEMIC FIELD 3. NATURAL SCIENCES, it might be included as ordinary contributions the articles, books, book chapters and maps produced within the context of great structured and funded projects, such as Flora, Fauna and cartographic with a similar entity. Concerning Taxonomic Sciences and similar, it will be considered the subarea magazines ranking position in JCR.

ACADEMIC FIELD 6. SOCIAL, COMMUNICATION AND EDUCATIONAL SCIENCES

Ordinary contributions, in that order, will be preferably assessed:

1^a. (Code CI1): PUBLICATION of scientific articles in magazines included either in SSCI (Social Sciences Citation Index) or within other prestigious Indexes, according to the Scientific Magazines Evaluation model for Human and Social Sciences. The articles will be valued according the magazines impact factor division into quartiles. Whenever the magazine includes more than one area, the best rated research area will be considered.

2^a. (Code CI2): BOOKS OR PUBLISHED SCIENTIFIC MONOGRAPHS, explaining the studies and research performed by the author or work team to the scientific community and general public. Only the books and scientific monographs published with ISBN will be taken into account, by considering also their local, national or international scope, quality, work extension, as well as

the publishing house prestige and promotion capacity. Self publishing and the publishing houses which conveniently publish on demand are excluded.

3^a. (Code CI3): CHAPTERS IN BOOKS OR scientific MONOGRAPHS. They will be valued according to the same criteria for contributions mentioned in code CI2.

4^a. (Code CI4): REGISTERED PATENTS. Their national or international character will be taken into account, as well as whether they are dormant or in exploitation patents.

The following extraordinary contributions that meet the requirements specified within the general criteria might be also assessed:

5^a. (Code CI8): Direction of doctoral thesis.

6^a. (Code: CI9): Direction and outstanding participation in research projects.

7^a. (Code CI5 and CI6): Technical works performance, such as studies, reports or scientific opinions.

8^a. (Code CI10): Realisation of doctoral thesis for positions which do not require a PhD degree.

ACADEMIC FIELD 7. ECONOMIC AND MANAGEMENT SCIENCES

The contributions considered as ordinary will be preferably valued:

1^a (Code CI1): Scientific articles PUBLICATIONS, preferably those ones included in magazines listed by ISI, in accordance with the provisions in section 3 of the evaluation General Criteria for all academic fields. The articles will be valued according to the magazines impact factor division into quartiles. In case the magazine includes more than one area in ISI, the best rated research area will be considered. Whenever the articles are not included in such ranking lists, the commission might consider others as representative of the area concerned.

2^a (Code CI2): BOOKS or published scientific research MONOGRAPHS. The commission will consider their local, national or international scope, quality, work extension, as well as the publishing house prestige and promotion capacity. Self publishing and the publishing houses which conveniently publish on demand are excluded.

3^a (Code CI3): CHAPTERS IN BOOKS OR scientific MONOGRAPHS. They will be valued according to the same criteria for contributions mentioned in code CI2.

4^a (Code CI4): Registered PATENTS. Their national or international character will be taken into account, as well as whether they are dormant or in exploitation patents, quality evidence and objectives provided by the applicant.

Additionally, the following contributions included as extraordinary which meet the requirements specified in the general criteria might also be valued (all of them must provide in detail the information required in the table of characteristics of contributions of Research component):

5^a (Code CI5): Reports, studies, works and outstanding scientific opinions.

6^a (Code CI8): Direction of doctoral thesis.

7^a (Code: CI9): Direction and participation in research projects (clearly indicating project director or researcher).

8^a (Code CI10): Realisation of doctoral thesis for positions which do not require a PhD degree.

ACADEMIC FIELD 8. LEGAL SCIENCES

Ordinary contributions, in that order, will be preferably assessed:

1^a (Code CI2): BOOKS or published scientific MONOGRAPHS. The commission will consider their national or international scope, quality, extension, as well as the publishing house prestige, among other considerations.

2^a (Code CI1): Scientific articles PUBLICATIONS in outstanding prestigious magazines, widely academic and professionally promoted, national or international, in accordance with the provisions in section 3 of the evaluation General Criteria for all academic fields. These articles will be valued according to the magazines impact factor division into quartiles. Whether the magazine includes more than one area, the highest rated one will be taken into account.

3^a (Code CI3): CHAPTERS IN BOOKS or scientific MONOGRAPHS. They will be valued according to the same criteria for contributions mentioned in code CI2.

4^a (Code CI4): Registered PATENTS. Their national or international character will be taken into account, as well as if they are dormant or in exploitation patents.

The following extraordinary contributions that meet the requirements specified within the general criteria might be also assessed:

5^a (Code CI5): Reports, studies, works and outstanding scientific opinions.

6^a (Code CI8): Direction of doctoral thesis.

7^a (Code CI9): Direction and relevant participation in research projects.

8^a (Code CI10): Realisation of doctoral thesis for positions which do not require a PhD degree.

ACADEMIC FIELD 9. ART AND HISTORY

The contributions classified as ordinary, and in that order, will be fundamentally taken into account:

1^a. (Code CI1) Scientific articles PUBLICATIONS in magazines included in AHCI (Arts and Humanity Citation Index), SSCI (Social Sciences Citation Index) or other highly prestigious lists. The articles will be valued according to the magazines impact factor division into quartiles. In case the magazine includes more than one area, the best rated research area will be considered.

2^a. (Code CI2) BOOKS OR PUBLISHED SCIENTIFIC MONOGRAPHS, explaining the studies and research performed by the author or work team to the scientific community and general public. Only the books and scientific monographs published with ISBN will be taken into account, by considering also their local, national or international scope, quality, work extension, as well as

the publishing house prestige and promotion capacity. Self publishing and the publishing houses which conveniently publish on demand are excluded.

3^a. (Code CI3) CHAPTERS IN BOOKS OR SCIENTIFIC MONOGRAPHS. They will be valued according to the same criteria for contributions mentioned in code CI2.

4^a. (Code CI4) REGISTERED PATENTS. Their national or international character will be taken into account, as well as whether they are dormant or in exploitation patents.

Additionally, the following extraordinary contributions which meet the requirements specified in the general criteria might also be valued:

5^a. (Code CI6) ARTISTIC CREATIVE WORKS. Their impact and public recognition will be valued.

6^a. (Code CI7): RELEVANT OUTCOMES OF PRESTIGIOUS EXHIBITIONS, ARCHAEOLOGICAL SITES EXHIBITIONS AND CATALOGUING. The work's impact and public recognition, as well as its innovation capacity by promoting historical heritage.

7^a (Code CI8): Direction of doctoral thesis.

8^a. (Code CI9): Direction and relevant participation in research projects.

9^a. (Code CI10): Realisation of doctoral thesis for positions which do not require a PhD degree.

ACADEMIC FIELD 10. PHILOSOPHY, PHILOLOGY AND LINGUISTICS

All the works which might be considered contributions to research development in the field concerned, such as:

1^a (Code CI1): ARTICLES PUBLISHED in international magazines by including anonymous peer review and incorporation to the following databases considered as a reference of quality: FRANCIS, International Bibliography of the social Sciences, Arts and Humanities Citation index, Social Science Citation Index, Bibliography of the History of Arts (RLG), Historical Abstracts, International Medieval Bibliography, Index Islamicus, RILMS Abstracts of Music Literature, Philosopher's Index, Répertoire Bibliographique, Internacional Bibliography of Periodical Literature in Humanities and Social Sciences (IBZ), Bibliographie Linguistique/Linguistic Bibliography (BL), Library and Information Sciences Abstracts.

Whenever the magazines are not included in these databases, the articles in magazines including the following examples of quality evidence will be valued to a lesser degree: the selection of the articles according to a procedure for anonymous peer review; an international scientific committee; publication of a high percentage of articles by authors who are not directly related to the magazine through the editorial council or the auditor institution; periodicity history timeline longer than three years; exclusively including research works; include in repertoires and bibliography journals within the area concerned; publication of works in different languages. The articles by collective authors will be only considered whenever the convenience for collaboration among researchers is sufficiently certified, and the degree of participation by the applicant is made clear.

Finally, the following minor grading works might be also included in this section: works corresponding to congresses organised by national or international associations, with regular periodicity and variable venue, which regularly publish as acts the contributions selected through external evaluation and with the corresponding ISBN.

2^a (Code CI2-CI3): BOOKS, BOOK CHAPTERS OR EDITIONS of collective works. For their evaluation the following aspects will be considered: quality evidence as the number of quotes, editorial prestige, collection, reviews in specialised scientific magazines, dissemination, extension and translations into other languages. The books published by prestigious specialised magazines which conduct rigorous selection and evaluation processes of the works, will be preferably valued.

3^a (Code CI2): NEW EDITIONS OR TRANSLATIONS of works included in the classical repertoire (old age, modern or contemporary), whenever they represent an academic justification.

The following contributions which meet the requirements specified in the general criteria will be also considered:

4^a (Code CI5 and others): Reviews and critical notes including analysis or critical debate on the works concerned.

5^a (Code CI8): Direction of doctoral thesis.

6^a. (Code CI9): Direction and relevant participation in research projects.

7^a. (Code CI10): Realisation of doctoral thesis for positions which do not require a PhD degree.

ACADEMIC FIELD 11. ENGINEERING AND ARCHITECTURE

These contributions are initially classified into two groups:

A) Contributions corresponding to research works represented by codes CI 1, 2, 3, y 4, (ordinary contributions), CI 8, 9 and 10 (extraordinary contributions) in the contributions general description.

Ordinary contributions, in that order, will be preferably assessed:

1^a (Code CI1): SCIENTIFIC ARTICLES published in magazines included in JCR. They will be assessed according to their impact factor in different areas. Whether the magazine includes more than one area, the highest rated one will be taken into account.

2^a (Code CI4): Registered PATENTS. Their national or international character will be taken into account, as well as whether they are dormant or in exploitation patents.

3^a (Code CI2): BOOKS or scientific published MONOGRAPHS. Their national or international scope, quality, extension and the publishing house prestige, among others, will be taken into account.

4^a (Code CI3): BOOKS CHAPTERS or scientific MONOGRAPHS. They will be valued according to the same criteria for contributions mentioned in code CI2.

B) Contributions corresponding to the development of technical and artistic works. These works are represented by codes CI 5, 6 and 7 in the general description and they will be assessed according to following criteria:

1^a (Code CI5 and CI6 where applicable): CONTRIBUTIONS ON DEVELOPMENT AND TECHNICAL INNOVATION must be realised according to the rigour required to research works and they will be valued based on their interest for the productive sectors or public and private institutions. To that effect, the applicant must provide synthetic information certifying the contribution interest, and availability for the works practical demonstration. This information will be co

nsidered as confidential by the evaluation commissions. The technical works considered mere services or immediate applications of established knowledge will not be taken into account.

2^a (Code CI6 and CI7 where applicable): CREATIVE WORKS must have produced a measurable impact within their scope as well as gained a wide recognition. The fields of knowledge in which artistic creation is the usual product of research activity, will be only assessed according to this requirement.

Additionally, the following extraordinary contributions which meet the requirements specified in the general criteria might also be valued:

5^a (Code CI8): Direction of doctoral thesis.

6^a (Code CI9): Direction and relevant participation in research projects.

7^a (Code CI10): Realisation of doctoral thesis for positions which do not require a PhD degree.

2.5 Assessment and scoring:

As a general rule, the research contributions corresponding to the term requested will be assessed globally. In order to obtain a positive assessment, contributions must meet the aforementioned requirements. Nevertheless, the minimum number of contributions necessary to obtain a positive evaluation might be lower depending on quality and scientific impact of the works provided. In order to obtain a grading mark, the term must be awarded 4 as the minimum mark. Final marks will be made according to the ranks indicated below.

Scoring will be assigned by the subcommittee according to collegial criteria ranging in ascending order between 0 and 10, and it becomes a definitive mark in accordance with the table provided below.

The maximum mark assigned to each term will be proportional to its number of years, with a maximum of 2 points for a complete term of six years, according to the following scale: 6 years term: 2 points; 5 years term: 5/6 of 2 points (1,67 points); 4 years term: 4/6 of 2 points (1,33 points); 3 years term: 3/6 of 2 points (1 point); 2 years term: 2/6 of 2 points (0,67 points); 1 year term: 1/6 of 2 points (0,33 points).

Each term might be assessed globally in four categories, depending on the average marks awarded by the Subcommittee members. Category A: grade point average equal or higher than 6; Category B: grade point average equal or higher than 5 and inferior to 6; Category C: grade point average equal or higher than 4 and inferior to 5; Category D: grade point average inferior to 4. Scoring assigned according to the category will be: Category A: 100% of maximum scoring; Category B: 50% of maximum scoring; Category C: 25% of maximum scoring, Category D: 0% of maximum scoring.

The evaluation and assessment system is summarised below:

| Category (% maximum scoring) | Average scoring (pm) | 6 years term | 5 years term | 4 years term | 3 years term | 2 years term | 1 year term |
|---------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|
| A (100%) | $pm \geq 6$ | 2 | 1,67 | 1,33 | 1 | 0,67 | 0,33 |
| B (50%) | $6 > pm \geq 5$ | 1 | 0,84 | 0,67 | 0,50 | 0,34 | 0,17 |
| C (25%) | $5 > pm \geq 4$ | 0,5 | 0,42 | 0,33 | 0,25 | 0,17 | 0,08 |
| D (0%) | $4 > pm$ | 0 | 0 | 0 | 0 | 0 | 0 |

The subcommittees established in each academic field will provide the procedures for application of the corresponding specific criteria, but taking into account the areas different peculiarities.

3. Management component

3.1 Terms subject to evaluation

Academic career up to December 31, 2018, for first time applicants. The merits of applicants who participated in a previous call, might only be assessed since January 1, of the call in which they participated.

Concerning service years, calculable 4 years terms or a part of them will be subject to evaluation. To that effect, the total years will be divided into 4 natural years periods in ascending order, though not necessarily consecutive. A partial period inferior to four years might be configured with the years left up to December 31, 2018, and always at the end of the years subject to evaluation.

NOTE: The applicants who participated in a previous call and were awarded a calculable scoring of 3 points in this component, do not need to provide any additional information in this section given that it is the maximum mark.

3.2 Evaluation criteria

For each 4 natural years term, it might be awarded between 0 and 2 points by considering all the merits adduced on management positions or institutional career service, according to the rank indicated in the table below.

| CSI | Component Institutional Services (for each 4 years terms) | |
|----------|---|---|
| | Period x, x+1, x+2, x+3 | |
| CSI1A | A) Academic positions: | Points per each year of performance |
| CSI1.1A | Rector | 0,5 |
| CSI1.2A | Vice rector/Secretary General/equivalent | 0,38 |
| CSI1.3A | Dean/Director of University Centre/equivalent | 0,29 |
| CSI1.4A | Director of departament/Director of University Centre/President of Staff Board/equivalent | 0,21 |
| CSI1.5A | Vice dean/ Secretary of Centre/equivalent | 0,16 |
| CSI1.6A | Secretary of departament/ Secretary of University Institute/Vice presidents and Secretaries of Staff Boards/equivalent | 0,11 |
| CSI1.7A | PAU Coordinator/equivalent | 0,08 |
| CSI1B | B) Performance in relevant positions within the university system according to equivalence of their economic complements and previous university positions: | Points per each year of performance |
| CSI1.1B | Equivalent to Rector | 0,5 |
| CSI1.2B | Equivalent to Vice rector/Secretary General | 0,38 |
| CSI1.3B | Equivalent to Dean/Director of University Centre | 0,29 |
| CSI1.4B | Equivalent to Director of departament/Director U Institute | 0,21 |
| CSI1.5B | Equivalent to Vice dean/ Secretary of Centre | 0,16 |
| CSI1.6B | Equivalent to Secretary of departament or U Institute | 0,11 |
| CSI1.7B | Equivalent to PAU Coordinator | 0,08 |
| CSI2 | C) Other institutional services not included in other sections or components, or derived from the direct exercise of the performed positions. | Points per contribution/year or contr. (italics & bold) |
| CSI2.1 | Related to implementation of European Higher Education Area/ Quality Assurance Systems of university degrees | 0,10 |
| CSI2.2 | Direction of projects or research contratcs | 0,15 |
| CSI2.3 | Direction of scientific magazines/Member Editorial Committee | |
| CSI2.3.1 | - Direction of magazines 1st quartile | 0,20 |
| CSI2.3.2 | - Direction of magazines 2nd quartile | 0,15 |
| CSI2.3.3 | - Direction of magazines 3rd quartile | 0,075 |
| CSI2.3.4 | - Direction of magazines 4th quartile | 0,05 |
| CSI2.3.5 | - Member Editorial Committee magazines 1st quartile | 0,10 |
| CSI2.3.6 | - Member Editorial Committee magazines 2nd quartile | 0,075 |
| CSI2.3.7 | - Member Editorial Committee magazines 3rd quartile | 0,0325 |
| CSI2.3.8 | - Member Editorial Committee magazines 4th quartile | 0,025 |
| CSI2.4 | Direction of relevant cultural programmes | 0,15 |
| CSI2.5 | Presidency of International Congresses/Presidency and Governing Board of International Scientific Associations | 0,25 |
| CSI2.6 | Organisation of International Congresses | 0,25 |
| CSI2.7 | Presidency of National Congresses/ Presidency and Governing | 0,15 |

| | | |
|------------|--|-------------|
| | National Scientific Associations | |
| CSI2.8 | Organisation of relevant scientific and cultural events | 0,10 |
| CSI2.9 | Direction of international exchange programmes | 0,10 |
| CSI2.10 | Direction of training programmes (doctorate ¹ , master, official degrees or equivalent) with at least 20 credits | 0,20 |
| CSI2.11 | Direction of university extension courses and similar with at least 2 credits | 0,10 |
| CSI2.12 | Direction of/and teaching of practice programmes in enterprises and institutions (through agreement) not considered as teaching credits of official studies plans. | 0,15 |
| CSI2.13 | Direction of archaeological activity and commission of exhibitions/Organisation of scientific expeditions | 0,15 |
| CSI2.14 | Active participation in the University collegiate boards, or in specific commissions other than the position assigned | |
| CSI2.14.1 | - University senates | 0,075 |
| CSI2.14.2 | - Boards/Governing Councils | 0,10 |
| CSI2.14.3 | - Social Councils | 0,10 |
| CSI2.14.4 | - Centre board | 0,075 |
| CSI2.14.5 | - Councils of Departamts and University Institutes for members | 0,05 |
| CSI2.14.6 | - Staff Boards member | 0,075 |
| CSI2.14.7 | - University Research Commission | 0,075 |
| CSI2.14.8 | - University Doctorate Commission ² | 0,075 |
| CSI2.14.9 | - University Teaching Commission | 0,075 |
| CSI2.14.10 | - Other delegate Commissions or Councils, Governing Boards, or Social Boards. | 0,075 |
| CSI2.14.11 | - Other delegate Commissions or other Councils members ³ | 0,05 |
| CSI2.15 | Relevant activities within university scope | |
| CSI2.15.1 | - Coordination of presentations PAIDI | 0,30 |
| CSI2.15.2 | - Presentations PAIDI | 0,20 |
| CSI2.15.3 | - Head of groups PAIDI | 0,15 |
| CSI2.15.4 | - Membership of AAC-DEVA Advisory Boards (without academic positions) | 0,10 |
| CSI2.15.5 | - Management of official training programmes/innovation of regional or national scopes | 0,15 |
| CSI2.15.6 | - Management of official training programmes/ innovation promoted by university | 0,10 |
| CSI2.15.7 | - Presidency of external evaluation Committees with proven activity. | 0,30 |

¹ Related to the direction of Doctoral Programmes.

² The commissions corresponding to Doctorate Schools are included by extension in this section.

³ Membership of academic commissions of official degrees (Bachelor, Master and PhD) are included in this section.

| | | |
|------------|--|-------------|
| CSI2.15.8 | - Membership of external evaluation Committees with proven activity. | <i>0,20</i> |
| CSI2.15.9 | - Presidency of internal evaluation Committees with proven activity. | <i>0,20</i> |
| CSI2.15.10 | - Membership of internal evaluation Committees with proven activity. | <i>0,20</i> |
| CSI2.15.11 | - Presidency/Direction of national or regional institutions (CNEAI, ANEP, ANECA, PAIDI and AAC-DEVA) | 0,40 |
| CSI2.15.12 | - Presidency of committees of national or regional institutions (CNEAI, ANEP, ANECA, PAIDI, CAECA) | 0,30 |
| CSI2.15.13 | - Presidency of Advisory Boards of Cultural Heritage | 0,30 |
| CSI2.15.14 | -Membership of committees/presentations national and regional institutions | 0,20 |
| CSI2.15.15 | -Membership of Advisory Boards in Public or Private Institutions. | 0,20 |
| CSI2.15.16 | - Researcher/Principal of infrastructure requests | 0,075 |
| CSI2.15.17 | - Networks Coordinator | 0,20 |
| CSI2.15.18 | - Membership of Committees and International representation | 0,30 |
| CSI2.15.19 | - Membership of Governing Boards in scientific societies. | 0,15 |
| CSI2.15.20 | - Coordination within a centre of ERASMUS Programmes and other official mobility programmes | 0,10 |