

# **GUIDE**

## **EVALUATION PROCEDURE FOR THE CONTRACTUAL FIGURES OF THE TEACHING STAFF OF THE ANDALUSIAN UNIVERSITY SYSTEM**

**Agency for the  
Scientific Quality  
and University  
of Andalusiaa**

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## INTRODUCTION

Organic Law 2/2023, of 22 March, on the University System establishes for Permanent Staff the requirement to obtain accreditation prior to their hiring, in accordance with the regulations of the Autonomous Community. Likewise, for private university teaching staff, the need for at least 60 per cent of the total number of doctoral teaching staff to have obtained a positive evaluation from ANECA or the external evaluation body determined by the law of the Autonomous Community.

On the other hand, the third transitory provision of the aforementioned law determines that as long as the accreditation procedure for the figures of Permanent Labor Teaching Staff is established, the accreditation procedure of the teaching staff for the figure of Contracted Doctor will continue to be applicable.

Likewise, Law 9/2021, of 23 December, which creates the Business Agency for Economic Transformation and Development (TRADE) and the Agency for Scientific and University Quality of Andalusia (ACCUA), indicates that among the object and purposes of ACCUA are to exercise the powers of evaluation and accreditation of university institutions, its teaching staff and other related activities established by the current legal system, without prejudice to university autonomy.

In accordance with its statutes, the general purpose of the ACCUA is to promote the quality of the Andalusian Knowledge System, in accordance with international scientific and academic standards, and to provide Universities, Higher Education Centres, Research Institutions and other Agents of the Andalusian Knowledge System, with the quality criteria and references that allow them to optimally fulfil their social function. It also has, among other functions, the evaluation and accreditation of university institutions and Higher Education Centres and their teaching staff entrusted to university quality agencies by state legislation, within the scope of the Autonomous Community of Andalusia.

In accordance with the above, the specific evaluation criteria were established that seek to achieve an objective, transparent and balanced system, based on the principles of equality, merit and ability.

The definition of these criteria is based on the professional career of university teaching staff, which includes aspects related to teaching and research, such as training, experience, academic and scientific production and its dissemination, and mobility, each of which includes all the richness that the different professional and academic trajectories may present. and that derive from existing areas and degrees.

The evaluation process must be governed by the following principles of action:

- a) **Independence.** The assessment of the applications will be carried out by technical committees, made up of experts of recognised prestige who will apply the general criteria, modulating them according to the quality of the applicant's contributions.



b) **Transparency.** It must be ensured that applicants perceive a climate of transparency, while trying not to compromise the confidentiality of the process. The measures adopted in this regard are:

a. To make public on our website any information considered necessary to effectively carry out the processes of application, receipt of documents, evaluation of merits, issuance of reports and attention to complaints:

<https://ws262.juntadeandalucia.es/accua/?id=acreditacion>

b. To make public on our website the composition of the technical committees that will judge the applications in the different areas, and to publish every two years the list of specialists consulted.

c) **Scientific solvency.** The quality of the evaluation will be guaranteed to be as high as possible, by choosing experts of recognised prestige.

d) **Distancing.** At the same time as using experts of the highest solvency, it will be sought that there is the maximum possible distance, physical and professional, between the evaluator and the evaluated, this ensures greater objectivity and independence and is a common criterion of the best institutions dedicated to the evaluation of teaching and research.

e) **Efficiency.** For each of the processes, the simplest possible evaluation procedure will be sought, in order to give quick responses to the system.

f) **Equity.** This must be interpreted as equal treatment. To ensure this, a defense mechanism will be arbitrated for the applicant, which will take charge of all claims for a first resolution and internal arbitration.

g) **Exemplary character.** There is a commitment that evaluation committees will give adequate reasons for negative decisions, and that they will provide useful and meaningful guidance for the applicant.



## DESCRIPTION OF THE EVALUATION PROCESS

Figure 1 shows, in a simplified way, the different stages of the evaluation process established by the Agency for Scientific and University Quality of Andalusia, for the evaluation and issuance of reports for the different teaching staff: Contracted Teaching Staff (PCD), Contracted Lecturer with clinical link to the SSPA (PCDVC) and Private University Lecturer (PUP).

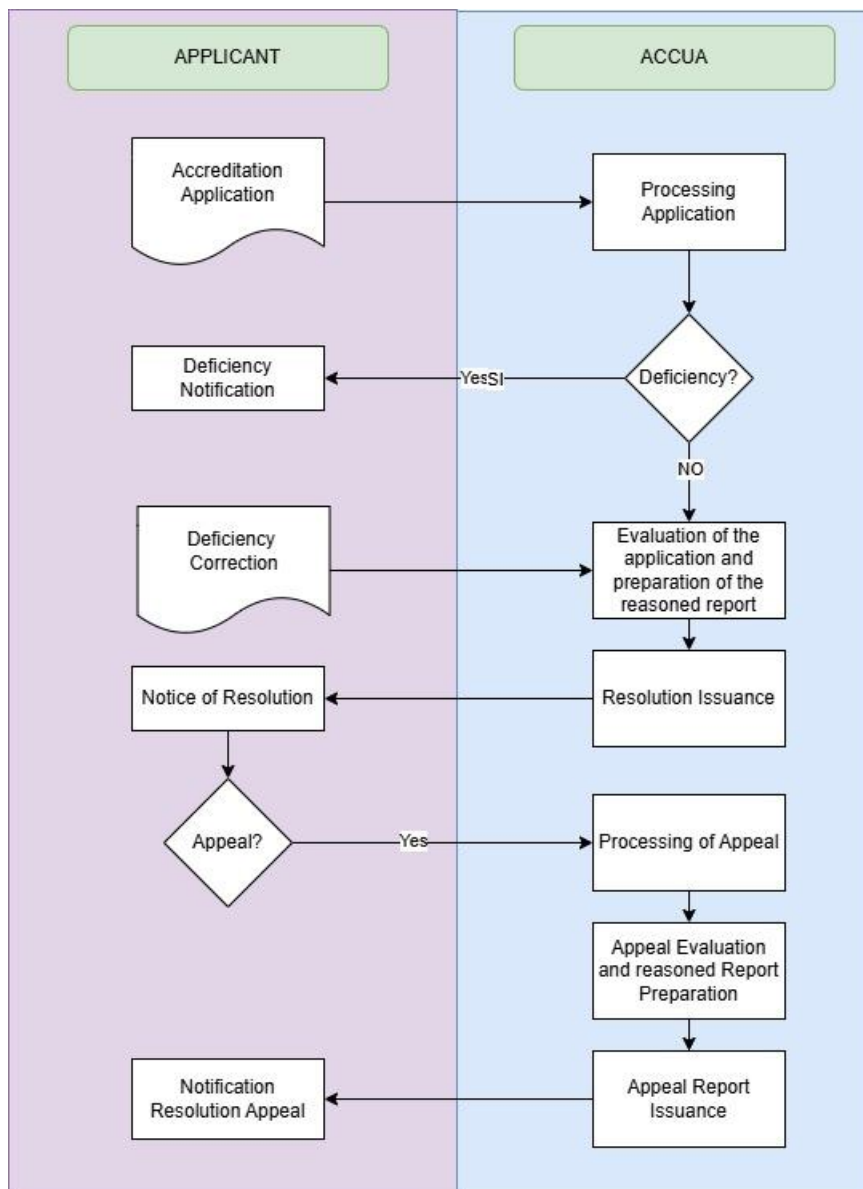


Figure 1. Teacher evaluation process



The development of these stages will be carried out in accordance with the deadlines indicated in table 1..

Table 1. Timeline of the evaluation process	
Process	Dates
Receiving Requests	* Open all year round
Corrections	* 10 days after notification to the person concerned by the ACCUA
Evaluation process	* Within a maximum period of six months from the entry of the application in the Agency's Register (approximate time 3 months)

## Call

The call for evaluation for recruitment as teaching and research staff is open throughout the year, and the interested person can send their application at any time.

## Prerequisites

The person requesting the evaluation must meet the following prerequisites:

- For Associate Professor Doctor:
  - Doctorate degree.
- For Associate Professor with clinical links to the SSPA:
  - Doctorate degree.
  - Evaluation report of the Agency for Healthcare Quality.
- For Private University Professors:
  - Doctorate degree.

The concurrence of the aforementioned prerequisites must refer to a date prior to the date of the request for evaluation or report.

## Submission of applications

Figure 2 explains the documentation that interested persons must provide to request the evaluation or report from ACCUA.

Below, we describe in more detail the requirements that the different documents to be provided must meet:

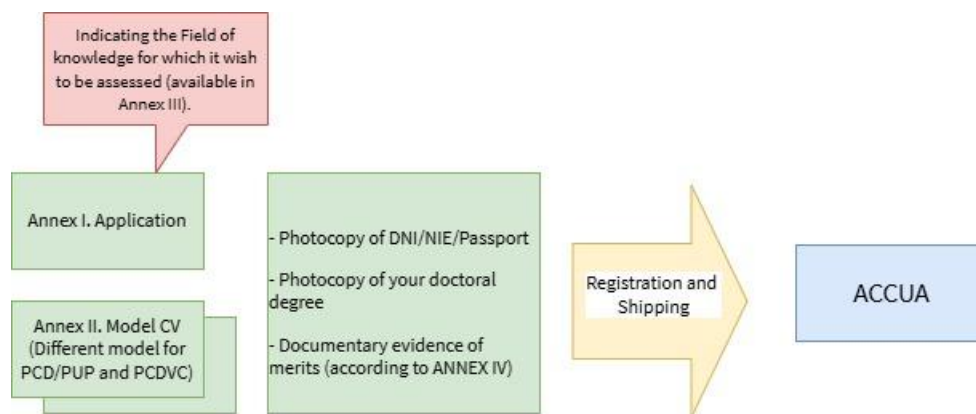


Figure 2. Documentation for evaluation application

## Application

The applicant must complete the application according to the model that appears in **Annex I.** ([Annex I](#)).

In the application, the field of knowledge, scientific field and area of knowledge for which the evaluation is requested must be selected. The complete catalogue of areas is detailed in [Annex III](#). The indication of the field of knowledge by the applicant will not bind the ACCUA for the definitive assignment of the applications, which will be done taking into account the coherence between the curriculum vitae provided and the areas of knowledge.

## Photocopy of the ID card or equivalent supporting document.

## Qualifications required to apply for the contractual figure in question:

Depending on the contractual figure requested, the following must be provided:

<p><b>Hired Lecturers Doctorate and Private University Lecturers</b></p> <ul style="list-style-type: none"><li>- <u>Doctorate degree</u>, photocopy or supplementary certification with accreditation of payment of the fees for the issuing of the degree.</li></ul>	<p><b>Associate lecturers with a clinical link to the SSPA</b></p> <ul style="list-style-type: none"><li>- <u>Doctorate degree</u>, photocopy or supplementary certification with accreditation of payment of the fees for the issuing of the degree.</li><li>- Health Quality Agency evaluation report.</li></ul>
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### Standardized Curriculum Vitae Template:

There is a different curriculum model for the figure of Contracted Professorship Doctor/Teaching Staff of Private University and for the figure of Contracted Professorship with clinical link to the SSPA.

The standard Curriculum Vitae models are available in **Annex II:**

[Associate Professor or Private University Professor](#)

[Associate Professor with clinical link to the SSPA](#)

### Certificate of teaching taught:

You must attach the certificate of teaching taught, according to the model available on the ACCUA website or from the following link: [Certificado\\_docencia.doc](#).

A certificate may be submitted in a different format provided by the corresponding University, provided that it contains the same information as the model established by the ACCUA and is signed following the same guidelines indicated in said model.

### Authorisation for notification through the Electronic Notification System of the Regional Government of Andalusia.

Those who wish to receive the notification through the Telematic Notification System of the Junta de Andalucía, must attach the document available on our website.

Access to the resolution through this system is done through the use of a digital certificate.

In the event that the authorisation is not attached to the application, an administrative notification will be sent to the postal address indicated in the application.

### Documentation accrediting the merits alleged in the Curriculum Vitae.

All the merits alleged in the Curriculum Vitae must be duly accredited. This will be done by following the instructions contained in [Annex IV](#).

### Automatic accreditation for Associate Professor with clinical links to the SSPA

If the interested person already has the accreditation as a Contracted Professor with a PhD, and has a score equal to or greater than 20 points in the report issued by the ACSA, they will only have to submit the



application form, the ACSA report and a photocopy of the accreditation as a PWD valid in Andalusian universities (in the case of not being accredited by the DEVA).

## Submission of the application

The application (accompanied by the corresponding annexes and supporting documents) will preferably be submitted through the Telematic Registry of the Junta de Andalucía, at link <https://juntadeandalucia.es/servicios/procedimientos/detalle/11105/como-solicitar.html>.

However, if you opt for paper filing, this will be done at the General Registry of the Ministry of University, Research and Innovation (C/ Johannes Kepler, 1. Isla de la Cartuja C.P. 41092-Seville), or in the registry offices established in art. 16 of Law 39/2015 on the Common Administrative Procedure of Public Administrations. In this case, it is recommended that the supporting documentation (annex IV) be presented scanned on a USB stick (pen drive), ordered and numbered according to the standard curriculum vitae.

## Processing

### Reception of documentation at the Agency.

Once the documentation has been received at the Agency, the application will be registered with a unique identification number. All this documentation will constitute the applicant's file.

### Analysis of documentation requirements and deadline for correcting defects.

Once the documentation has been received by the Agency, the following checks will be carried out:

- That the legally established prerequisites for the contractual figure(s) requested are met.
- That the documentation meets the established formal requirements.

In the event that any of the above circumstances are not met, the Agency will notify the interested party of this circumstance, who will have a period of **ten working days**, counting from the day following its notification, to rectify the lack or attach the requested documentation, with the indication that if they do not do so, the petition shall be deemed to have been withdrawn, following a decision issued in the terms provided for in Article 21 of the aforementioned Law.



## Evaluation

Each file will preferably be assigned to the evaluation committee associated with the area and area of knowledge selected by the applicant. The indication of this field of knowledge does not bind the ACCUA for the definitive assignment of the applications, which will be done taking into account the coherence between the curriculum vita provided and the areas of knowledge.

Each file will be evaluated by two members of the committee individually.

Subsequently, in a consensual manner in a meeting, the committee assesses the individual reports and issues the corresponding evaluation report. In its work, it pays special attention to those files where the meaning of the individual evaluations does not coincide.

Committee meetings are held approximately every three months, or more frequently if there is a large number of applications.

The evaluation will be carried out by the different committees individually for each application, expressing in writing the technical judgment, and specifying the consequent **positive** or **negative** nature of the evaluation for each contractual figure of teaching staff requested.

The person who chairs the committee is responsible for writing the evaluation reports. In the event that the evaluation is negative, it must be motivated in such a way that the guidance is useful and meaningful to the applicant and include suggestions and recommendations for possible new applications in the future.

## General evaluation criteria and by areas of knowledge.

### *General evaluation criteria*

- The general evaluation criteria are included in the [Resolution of July 26, 2005, of the General Directorate of Universities of the Ministry of Innovation, Science and Business of the Junta de Andalucía, which establishes the accreditation criteria for the contractual figures of University Teaching Staff.](#)
- For the figure of PDCVC, there are the [Evaluation Criteria as well as their global quantification and conditions that must be met for accreditation as Contracted Professors with clinical links to the Andalusian Health System.](#)



### *Specific evaluation criteria*

- ACCUA has published on its website the specific evaluation criteria for the different contractual figures ([Contracted Professor and Private University Professor](#) and [Contracted Professor with clinical links to the SSPA](#)) in which specific profiles for the different areas of knowledge are detailed.
- These specific criteria are intended to achieve sufficient specificity of the criteria for the different teacher profiles, so that the applicant is allowed to carry out a prior indicative self-assessment.

## **Resolution**

Based on the report issued by the committee, ACCUA issues an administrative resolution.

The period for evaluating and resolving the file is a maximum of six months.

### *Cadence Time*

Those applicants who have been subject to a negative evaluation for a specific contractual figure may not make a new request for evaluation for that same figure until six months have elapsed from the notification of said evaluation.

## **Resources**

See document "Resolution of Teaching Staff Resources" published on WEB:

<https://ws262.juntadeandalucia.es/accua/include/files/deva/normativa/protocolos/ProcedimientoRecursoProfesorado.pdf>

## **EVALUATION COMMITTEES**

There are different technical evaluation committees that, depending on their specialization, are attached to the different branches of knowledge:

- Experimental and Life Sciences
- Medical and Health Sciences
- Engineering and Architecture
- Social sciences



- Legal Sciences
- Economics and Business Sciences
- Humanities.

Each evaluation committee is made up of three technical collaborators for evaluation and accreditation.

The selection of technical collaborators for evaluation and accreditation will meet criteria of objectivity, suitability, territorial diversity, independence, absence of conflict of interest, availability and gender balance, and the requirements demanded by the regulations that are applicable to the evaluation or accreditation procedure and international standards.

In each committee, one of the people will exercise the presidency, another the secretary and others the member. The committees may be assisted by external specialists to evaluate applications in the specific scientific field of the applicant.

The functions associated with each profile are as follows:

- Presidency:
  - Coordinate the work of the committee.
  - To preside over the meeting of the committee where the reports are issued.
  - To evaluate the files assigned to it in a reasoned manner.
  - Write accreditation reports.
  - Request, from ACCUA, when required by the evaluation, the support of experts external to the evaluation committees in order to complete the evaluations of the members of the committees.
  - Signing of minutes.
  
- Secretariat:
  - To evaluate the files assigned to it in a reasoned manner.
  - Attend the meetings of the technical committee.
  - Draft the proposal and sign the minutes.
  
- Member:
  - To evaluate the files assigned to it in a reasoned manner.
  - Attend the meetings of the technical committee.





**Junta de Andalucía**