



**OTM-R COMILLAS: OPEN, TRANSPARENT  
AND MERIT-BASED RECRUITMENT POLICY  
OF COMILLAS PONTIFICIAL UNIVERSITY**

## Table of Contents

1. Introduction .....	3
2. Types of affiliation of academic and research staff.....	3
3. General principles of recruitment processes .....	4
Publicity and visibility .....	4
Equal opportunities and non-discrimination .....	4
Transparency .....	4
Merit and ability .....	4
Professionalism, objectivity and impartiality .....	4
4. Recruitment process .....	5
4.1 Publication of vacancies .....	5
4.2 Selection and evaluation phase .....	6
4.3 Resolution and appeals.....	7
5. Attraction and development of talent .....	7
Annex 1 .....	9
Scoring criteria for the selection process of Teaching and Research Staff (PDI) .....	13

# 1. Introduction

Open, Transparent and Merit-Based Recruitment (OTM-R) is one of the key pillars of European policies on Human Resources for Research and is fully aligned with the mission, vision and values of **Comillas Pontifical University**, which promotes academic, research and human excellence in the service of society.

The European framework for OTM-R is established in the [European Charter for Researchers \(2023\)](#), which defines the rights and responsibilities of researchers as well as those of the institutions that employ or fund them. It also establishes the principles that should govern recruitment procedures in order to guarantee fair, transparent and merit-based selection processes.

The official document can be consulted here: <https://data.consilium.europa.eu/doc/document/ST-15135-2023-ADD-1/en/pdf>

In line with its institutional strategy and its commitment to quality, internationalisation and social responsibility, **Comillas Pontifical University integrates OTM-R principles into its human resources policies**, recognising that attracting, selecting and developing academic and research talent is essential for advancing knowledge, fostering innovation, enhancing student education and strengthening the University's social impact.

The University therefore continuously works to improve its recruitment, evaluation and professional development procedures in order to ensure an **open, transparent and fair recruitment system aligned with European and international standards**.

## 2. Types of affiliation of academic and research staff

The recruitment, affiliation and promotion of academic and research staff at Comillas Pontifical University are governed by the [Regulations for the Recruitment and Promotion of Teaching and Research Staff](#), approved by the Governing Board on **2 October 2023**, as well as by the [University Statutes and applicable university regulations](#).

Teaching and research staff (PDI) and research staff (PI) may be affiliated with the University under different contractual arrangements, including **full-time, part-time or exclusive dedication**, in accordance with the applicable legislation and the internal regulations of Comillas.

### 3. General principles of recruitment processes

Recruitment processes for teaching and research staff at Comillas Pontifical University are conducted through **public calls for applications** and follow the principles described below.

#### Publicity and visibility

All vacancies are publicly advertised through the University's institutional channels and other appropriate dissemination platforms to ensure maximum national and international visibility. Each call clearly specifies the position profile, eligibility requirements, evaluation criteria, required documentation, deadlines and communication procedures with candidates.

#### Equal opportunities and non-discrimination

Comillas Pontifical University guarantees equal opportunities in all recruitment processes and avoids any form of discrimination based on gender, age, nationality, origin, disability, religion, sexual orientation, ideology or any other personal or social condition. The University actively promotes diversity, inclusion and equality.

#### Transparency

Candidates are informed about the different stages of the recruitment process and about the final results through clear and accessible communication. Whenever possible, information on evaluation criteria and assessments is provided in order to strengthen transparency and trust in the objectivity of the process.

#### Merit and ability

Selection is based on the **objective evaluation of merit and ability**, taking into account academic, teaching, research and professional achievements as well as the suitability of the candidate's profile for the position offered.

A **holistic evaluation approach** is promoted, recognising diverse and non-linear career paths. Evaluation criteria are applied consistently through common assessment scales and through the work of independent selection committees.

#### Professionalism, objectivity and impartiality

Selection procedures are conducted by committees composed of individuals with the appropriate academic and professional expertise. These committees

act independently and follow the principles established in the **European Charter for Researchers (2023)**.

## 4. Recruitment process

### 4.1 Publication of vacancies

Calls for academic and research positions are approved by the relevant governing bodies of the University and published in accordance with internal regulations.

Job offers are disseminated through several channels, including:

- The **University LinkedIn page**
- The internal recruitment portal for [research](#) and [teaching staff](#)
- The specific webpage for research staff vacancies
- Faculty and research institute websites
- **EURAXESS**
- **Fundación para el Conocimiento madri+d**

This ensures broad visibility and compliance with **OTM-R principles within the HRS4R framework**.

Each job offer provides clear information on the position, evaluation criteria and recruitment process.

**Job offers include:**

- Position title and profile
- Number of vacancies
- Faculty, department or research unit responsible
- Research project (if applicable)
- Professional category
- Description of tasks and responsibilities
- Teaching duties or research activities
- Working language and expected start date
- Selection criteria
- Working conditions (contract type, duration, workload, workplace)

- Application procedure and submission method
- Application deadline (generally at least **10 working days** after publication)
- Contact information for the relevant department and **Teaching and Research Talent (HR)**

Additional information may also be provided through hyperlinks, including:

- Evaluation criteria and scoring systems
- Composition of the selection committee (if applicable)
- Information on labour rights
- Career development opportunities
- Description of the selection process
- Reference to the **OTM-R policy**
- Reference to [equal opportunities policies](#)
- Information on **data protection**
- Information on **appeal procedures**

## 4.2 Selection and evaluation phase

Candidates are evaluated through a **comprehensive assessment of academic, teaching and research merits**, as well as other relevant aspects such as international experience, knowledge transfer, teaching innovation or non-linear career paths.

For teaching and research staff positions, the process **necessarily includes a personal interview and a teaching demonstration**, which are key components of the final evaluation.

Evaluation considers:

- Teaching activity and performance
- Scientific publications
- Research projects
- Knowledge transfer activities
- Collaborative work capacity
- Contributions to university governance and academic life

Evaluation criteria vary depending on the academic rank and stage of the candidate's career.

The process is conducted by an **evaluation committee appointed by the Rector**, typically composed of three professors or researchers with equal or higher academic rank and expertise in the relevant discipline.

The committee analyses the candidate's CV, publications, teaching and research project and may request external evaluations or conduct additional interviews. A reasoned evaluation report is produced within a maximum period of **30 days**.

### 4.3 Resolution and appeals

Once the selection process has been completed, candidates who continue to the next stage of the selection process (interview and teaching demonstration) will be informed by email.

The evaluation committee may declare the selection process void if none of the candidates fully meet the requirements of the position or the project.

Candidates may submit appeals if they believe that their merits have not been properly assessed or if procedural irregularities have occurred. Appeals must be submitted within the deadlines specified in the call.

The University provides internal review mechanisms through **Teaching and Research Talent (Human Resources)** and the relevant academic bodies.

## 5. Attraction and development of talent

Comillas Pontifical University actively promotes the **attraction, recruitment and retention of academic and research talent**, encouraging participation in competitive research programmes, mobility initiatives and training opportunities.

The University also supports the continuous professional development of its staff through:

- Induction programmes
- Training activities
- Mentoring initiatives
- Evaluation and career development programmes

These initiatives contribute to creating working environments that promote **excellence, innovation, ethical responsibility and social commitment**.

All talent attraction and development policies are aligned with the principles of the **European Charter for Researchers (2023)**.

# Annex 1

## Definition of the evaluation criteria in the selection process for Teaching and Research Staff (PDI)

Five main evaluation categories are defined:

- Training
- Experience
- Research / Academic and Scientific Output
- Other Merits
- Selection Process

Each category is further divided into subcategories with different scoring weights.

### 1. Training

This category assesses the candidate's academic and complementary training. It is divided into two subcategories:

#### Academic training (N/A)

- Official undergraduate degrees (Bachelor's degree or equivalent)
- Doctoral degree (PhD)

#### N/A – Academic training requirement

**Holding a PhD degree is a mandatory requirement for full-time positions, while a Bachelor's degree or equivalent qualification is required for part-time positions.**

#### Complementary training

This includes training activities undertaken to enhance, update and further develop the professional skills of academic staff.

Examples include:

- Master's degrees
- Postgraduate programmes
- Teaching training courses
- Other courses related to the subject area

## 2. Experience

This category evaluates the candidate's professional experience in both academic and non-academic contexts. It is divided into two subcategories.

### Teaching experience

This refers to university teaching in subjects related to the field of knowledge of the advertised position. The evaluation considers aspects such as the number of teaching hours, type of teaching activity and the institution where the teaching was carried out.

It also includes:

- Supervision of undergraduate final projects, master's theses or equivalent academic work
- Participation in teaching innovation and improvement projects
- Teaching evaluations, including results from the **Docentia programme**

### Professional experience

This includes any professional activity outside teaching and research carried out in companies, institutions or through independent professional practice, provided that it is related to the field of knowledge of the advertised position or to closely related areas.

## 3. Research / Academic and Scientific Output

This category evaluates the candidate's academic and scientific production, including publications, knowledge transfer activities and other dissemination outputs.

It also considers past or ongoing participation in **national or international research projects**.

This category is divided into three subcategories.

### Publications

This criterion assesses the quantity, quality and academic and societal impact of publications, as well as their dissemination channels (scientific journals, books, etc.) and their degree of openness.

Bibliometric profiles available in platforms such as **Scopus, Google Scholar, Dimensions, OpenAlex or similar databases** may also be taken into account.

### National / International Research Projects

Participation in research projects will be evaluated considering:

- Project funding
- Number of collaborators
- Impact and relevance of the project
- Project duration
- Competitiveness of the funding call
- Diversity and nature of the projects (e.g., national or European competitive projects, Article 60 contracts, etc.)

### **Conference presentations and dissemination activities**

Participation in academic conferences, fairs, forums and scientific meetings related to the relevant field of knowledge will be considered.

Additional aspects may include:

- Participation in expert committees
- Media presence
- Social relevance and outreach activities of the candidate

## **4. Other Merits**

This category evaluates merits related to **management experience and mobility periods** undertaken by the candidate.

### **Management**

Experience in management or administrative roles within the university environment or in other positions requiring organisational and leadership responsibilities.

### **Mobility / Research stays**

National and international research stays will be evaluated according to their **type and duration**, as well as the **prestige of the host institution and the academic supervisor**.

## **5. Selection Process**

This category evaluates the candidate's performance and engagement during the following stages of the recruitment process.

### **Personal interview**

An individual evaluation aimed at assessing the candidate's competencies, skills, professional experience and attitude, as well as their suitability to integrate into the academic team of the relevant department or area.

### **Teaching demonstration**

A practical assessment in which the candidate delivers a **short simulated lecture** before an evaluation committee.

This activity allows the committee to evaluate:

- Mastery of the subject area
- Teaching and pedagogical skills
- Ability to communicate clearly
- Capacity to structure and deliver an effective teaching session

## Scoring criteria for the selection process of Teaching and Research Staff (PDI)

CATEGORY	SUBCATEGORY	FULL-TIME PDI MAXIMUN SCORE	PART-TIME PDI MAXIMUN SCORE
<b>TRAINING</b>	<b>Academic</b>	N/A	N/A
	<b>Complementary</b>	5	5
<b>EXPERIENCE</b>	<b>Teaching</b>	10	10
	<b>Professional</b>	5	25
<b>RESEARCH / ACADEMIC AND SCIENTIFIC OUTPUT</b>	<b>Publications</b>	20	5
	<b>National / International Projects</b>	10	5
	<b>Conferences / Dissemination**</b>	5	10
<b>OTHER MERITS</b>	<b>Management</b>	5	N/A
	<b>Mobility / Research Stays</b>	10	5
<b>SELECTION PROCESS</b>	<b>Teaching Demonstration</b>	15	15
	<b>Personal Interview</b>	15	20
	<b>Total</b>	<b>100</b>	<b>100</b>

### Notes

*Part-time: International professional collaborations and participation in international networks.*

*Part-time: Participation in conferences, professional associations, advisory boards or similar activities.*

N/A

Academic training:

Holding a PhD degree is a mandatory requirement for full-time positions, while a Bachelor's or equivalent degree is required for part-time positions.

Management (Part-time PDI):

Management experience is assumed to be reflected in the candidate's professional trajectory.