



**RESOLUTION OF THE GOVERNING COUNCIL IN THE SESSION HELD ON
21 JULY 2025 APPROVING THE REGULATIONS FOR PROMOTION AND
SALARY LEVEL CHANGES IN THE CATEGORIES OF DOCTORATE-
HOLDING ASSISTANT LECTURER, DOCTORATE-HOLDING RESEARCHER
AND COLLABORATING ASSISTANT LECTURER/RESEARCHER**

PREAMBLE

The purpose of this document is to facilitate the selection, recruitment and retention of professors and researchers, so that Universidad Pontificia Comillas can effectively fulfil its mission.

To this end, these regulations define a path of professional growth and development for Teaching and Research Staff (PDI) and for newly hired Research Staff (PI), in line with the standards of personal and professional excellence of Universidad Pontificia Comillas.

In addition, the aim is for university lecturers and researchers to progressively acquire the merits that the National Agency for Quality Assessment and Accreditation (ANECA) establishes for the accreditation of teaching and research staff and researchers.

TITLE I. COMMON PROVISIONS

Article 1. Purpose

The purpose of these regulations is to establish the criteria, requirements, conditions and deadlines applicable to the internal promotion processes for teaching and research staff at Universidad Pontificia Comillas, in the categories of Assistant Professor Doctor, Research Doctor and Assistant Professor or Collaborating Researcher.

Article 2. General principles

- a) Promotion processes shall be governed by the principles of merit, ability, transparency, objectivity, suitability for institutional purposes and the conditions of need and opportunity for promotion.
- b) Promotions shall be conditional on the existence of a positive performance appraisal, in accordance with the indicators and requirements defined in these regulations.
- c) In addition to the conditions for promotion defined as requirements, other merits will be taken into account, the relative importance of which will be greater in access to higher salary levels within each grade.
- d) The evaluations shall be annual and shall be carried out by the school management in collaboration with the management of the department or institute concerned.

Article 3. Evaluation indicators

- a) The applicable indicators assess performance in the following categories: teaching, research and transfer, integration and autonomy.
- b) The evaluation of teaching performance will take into account the annual average of all the teachers' or researchers' teaching evaluations in the item "overall assessment of the teacher", expressed on a scale of 1 to 10, calculated from each

individual survey rather than from group averages. The assessment of the relevant academic officers will also be taken into account.

- c) The evaluation of research shall be carried out in accordance with the criteria set out in the management systems for Teaching and Research Staff (PDI) in force at the University and in these Regulations.
- d) The evaluation of integration will take into account the assessment of the academic leaders. Participation in the university community, availability and identification with the values of the University will be taken into account.
- e) The evaluation of integration will take into account the assessment of the academic leaders. The capacity for autonomous work and the implementation of teaching, research or academic management initiatives will be taken into account.

Article 4. Permanence in the levels and evaluation

- a) The evaluation will be carried out annually at the end of each academic year.
- b) The minimum duration of each level is one year.
- c) Promotion in level or category shall be conditional upon the fulfilment of the established requirements and the corresponding positive evaluation.
- d) The maximum recommended time to achieve the merits necessary to change level or category should not exceed two academic years.
- e) Failure to achieve these merits in two academic years will be considered insufficient performance.
- f) Exceptionally, early promotion may be granted in the case of prior accreditation of sufficient merit and in accordance with the initial level of appointment.
- g) Access to the category of assistant collaborator requires prior access to the category of doctorate-holding assistant, except in the case of new additions.

TITLE II. PROMOTION OF DOCTORATE-HOLDING ASSISTANT LECTURERS AND DOCTORATE-HOLDING RESEARCHERS

Article 5. Levels

The category of Doctorate-Holding Assistant Lecturer and Doctorate-Holding Researcher is structured in four levels (IV to I).

Article 6. Requirements

- a) Teaching evaluation surveys above 7.5 (only in the case of PDI).
- b) Adequate institutional integration.
- c) Research level 1.

Article 7. Other merits

- a) Excellent teaching performance will be valued beyond the results of the teaching surveys.
- b) Research level 2.
- c) International mobility for research stays, preferably lasting more than three months.
- d) Other merits that lead the assistant lecturer or doctoral researcher to obtain accreditation as a Private University Lecturer (PUP) and as an Associate Professor by ANECA (Spanish National Agency for Quality Assurance and Accreditation of Quality Assurance and Accreditation).
- e) External accreditations.
- f) In the case of researchers with sufficient teaching activity, their performance in this dimension will also be taken into account.

TITLE III. PROMOTION OF ASSISTANT PROFESSORS OR RESEARCH ASSISTANTS

Article 8. Levels

The category of Assistant Professor or Research Collaborator is organised in three levels (III, IV and V)
a I)¹.

Article 9. Requirements

- a) Teaching evaluation surveys above 7.5 (only in the case of PDI).
- b) Adequate institutional integration, as well as autonomy in taking teaching and research initiatives.
- c) Research level 2.

Article 10. Other merits

- a) Excellent teaching performance will be valued beyond the results of the teaching surveys.
- b) A six-year period of research.
- c) Participation in externally funded research and transfer projects.
- d) Other merits that lead the Assistant Lecturer or Research Collaborator to obtain the accreditation of Tenured University Lecturer through ANECA.
- e) External accreditations.
- f) In the case of researchers with sufficient teaching activity, their performance in this dimension will also be taken into account.

TITLE IV. FINAL PROVISIONS

Article 11. Transitional period

A transitional period of two years from the entry into force of these Regulations is established. During this period, the criteria included will guide the assessment of the progression of the IMP and IP.

Article 12. Waiver of minimum and maximum periods

Depending on the level and category of entry, as well as the initial merits, the minimum and maximum period at each level and category may be waived.

Article 13. Entry into force

This regulation shall enter into force on the day following its adoption.

Article 14

All references to positions or persons for which the generic masculine is used in these regulations should be understood to apply indistinctly to women and men.

1 Levels IV and V as defined in the University Remuneration Table exist only for the purpose of integration of centres. The promotion of those lecturers included in these categories will be assessed on a case-by-case basis by the Centres and the Vice-Chancellor's Office.