



**RESOLUTION OF THE GOVERNING COUNCIL AT ITS MEETING HELD ON  
2 OCTOBER 2023 WHICH APPROVED THE MODIFICATION OF THE  
REGULATIONS FOR THE APPOINTMENT AND PROMOTION OF  
COMILLAS PROFESSORS AND RESEARCHERS**

**I. GENERAL PRINCIPLES AND CRITERIA**

***Article 1***

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All individuals who meet the requirements established in the General Statutes and in the General Regulations of the University, which shall be verified in accordance with the criteria and procedure determined in these Regulations, shall be eligible to be appointed and promoted to the different categories of teaching and researching personnel of the University, as long as they are within the budgetary possibilities and the planning of the teaching and research needs of the Centre.

***Article 2***

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In order to hold the position of Comillas Lecturer or Researcher (“Profesor o Investigador Propio”), candidates must hold a doctoral degree in a speciality that qualifies them to undertake the teaching and research work assigned to them.

***Article 3***

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Appointments and promotions shall be governed by the principles of ability, merit and identification with the ideology and values that define the mission of Universidad Pontificia Comillas (COMILLAS). Under no circumstances shall promotions to higher teaching or research categories occur automatically due to the mere passage of time or the length of service of the lecturer or researcher at COMILLAS; rather they will always be subject to the verification of the requirements and merits of the candidates in accordance with the levels corresponding to each category, and to the conditions of need and opportuneness of the appointment or promotion.

In general and within the framework of the limit established by the General Statutes of the University, in order to be promoted to the level of Ordinary Lecturer or Researcher (“Profesor o Investigador Ordinario”) of a Faculty or Higher Technical School, it is a requisite for candidates to have held a position as an Associate Lecturer or Researcher (“Profesor o Investigador Agregado”) at this University or at an equivalent level in another University for at least five years; in order to be an Associate Lecturer or Researcher (“Profesor o Investigador Agregado”) in a Faculty or Higher Technical School, it is a requisite to have been an Assistant Lecturer or Researcher (“Profesor o Investigador Adjunto”) of this University or at an equivalent level in another University, also for at least five years; in order to be an Assistant Lecturer or Researcher (“Profesor o Investigador Adjunto”) at a Faculty or Technical College, it is a requisite to have been a regular Lecturer or Researcher (“Profesor o Investigador”) at this University or at an equivalent level at another University for at least five years; and to be an Ordinary Lecturer (“Profesor Ordinario”) at a University School or Centre of Education, it is a requisite to have been, for at least five years, an Associate Lecturer (“Profesor Agregado”) at a University College or Centre of Education of equivalent level.

The procedure for promotion to Comillas Lecturer in Faculties or Higher Technical Schools

that issue official qualifications may not be initiated before the candidate has obtained a positive evaluation at least as a doctorate-holding lecturer (“profesor contratado doctor”) hired by a private university through any of the agencies recognised by ENQA. Holding this positive evaluation, while it is a prerequisite, is not itself sufficient; it is also necessary to meet the merits and requirements set out in these Regulations and the conditions of necessity and opportuneness, and to follow the procedure established herein.

Teaching staff belonging to the bodies of Tenured University Lecturers or Professors, prior to the initiation of the procedure for appointment as Comillas Lecturers or being promoted to the level of Ordinary or Associate Lecturer in the Faculties or Higher Technical School, must submit certified copies of their civil service credentials and of the granting of their leave of absence. Lecturers who have been positively evaluated for those teaching corps in accordance with the provisions of the Organic Law on Universities must submit documentary proof of having obtained the aforementioned positive evaluation.

#### ***Article 4***

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In the processes of appointment and promotion to position of Comillas Lecturer or Researcher, in accordance with the General Statutes, teaching, research and transfer activities, scientific publications and work, the teacher’s capacity for teamwork and services rendered to the University in functions of governing, administration, representation and training services will be assessed. These will be required at the levels corresponding to each category of lecturer or researcher.

#### ***Article 5***

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All the aspects and activities laid down in both the General Statutes and these specific Regulations as requirements to be a University lecturer or researcher shall be taken into consideration in all the processes of appointment and promotion to the different categories. In each case a balanced assessment will be made in accordance with the level and experience corresponding to each stage of academic life. However, for appointment as an Assistant Lecturer or Researcher or as an Ordinary or Associate Lecturer at a University School, special attention will be paid to knowledge of the discipline, teaching and pedagogical aspects, and research skills; for appointment as an Associate Lecturer or Researcher in a Faculty or Higher Technical School, to the ability to direct teaching and research activities; and for appointment as an Ordinary Lecturer or Researcher in a Faculty or Higher Technical School, to the candidate’s experience and maturity in all the functions to be carried out as a university professor and, in particular, the capacity for academic and scientific management, organisation and leadership.

#### ***Article 6***

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Likewise, the degree of identification of the lecturer or researcher with the mission of COMILLAS as a University will be taken into account, and the minimum level required will be their recognition of and respect for, and experience of, the values that embody it and which are proclaimed in the University’s Institutional Declaration (responsible freedom, a balanced and permanent critical sense, qualified professionalism, mutual respect and esteem, sincere interpersonal dialogue, conscious co-responsibility, teamwork, availability, service to others and a sense of justice and solidarity).

#### ***Article 7***

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The skills and merits of the candidate will be assessed preferably on the basis of his/her academic and scientific record, for which the reports and evaluations determined in these Regulations and such others as may be deemed necessary in each case shall be taken into consideration.

#### ***Article 8***

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Appointment to a given category of COMILLAS teaching staff does not necessarily entail subsequent promotion to other, higher categories. These promotions will depend on the skills and merits demonstrated by the lecturer or researcher in the course of his/her academic and scientific career, as well as on the possibility and desirability of his/her promotion in accordance with the budgetary possibilities and the planning of the teaching and research needs of the Centre.

## II. TEACHING ACTIVITY

### ***Article 9***

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The requirement under the Statutes for satisfactory performance of teaching activities shall require the verification of a high level of knowledge of the discipline, together with outstanding pedagogical aptitude and skills, as well as outstanding personal qualities for the exercise of the teaching functions.

### ***Article 10***

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Knowledge of the discipline will be verified by analysing the lecturer's publications, the reports requested and, where appropriate, the report on the discipline and the teaching and research project. Such knowledge refers at all times to sufficient knowledge of the entire discipline, not of any single subject.

### ***Article 11***

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Teaching qualities and skills will be assessed through student evaluation surveys and reports collected from academic leaders, teachers and students, paying particular attention to the clarity of the explanation, the rhythm at which the subject is taught, the teaching material and resources used in the classroom, the evaluation system applied and the encouragement of active participation by students.

Certificates of attendance by the teacher at training, refresher or advanced training courses, as well as any innovative teaching experiences, initiatives and projects undertaken by the teacher will also be taken into account.

### ***Article 12***

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In the satisfactory exercise of teaching, those qualities and attitudes that the COMILLAS Educational Project requires of its teachers will also be considered, such as communication and interpersonal skills, monitoring and personal attention to students and the ability to transmit formative attitudes. For this purpose, the corresponding items of the student evaluation surveys will be assessed together with the reports of academic managers, teachers and students.

### ***Article 13***

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In order to initiate a procedure for appointment or promotion for a Comillas Lecturer, it will be necessary for the candidate to have clearly positive evaluations in the student surveys throughout the reference period. To this end, surveys should be available that in the last three years show he/she has achieved an average of more than 7.5 or more than the group average on the overall teacher rating item. If there are doubts that are not sufficiently justified in this respect, due to the difference or disparity of evaluations from one year to the next or between the different courses or groups under the responsibility of the teacher, the results of a new evaluation will be awaited. A balanced weighting of all the factors considered will be taken into account in the assessment of the surveys.

When the negative evaluations refer to pedagogical and didactic aspects, the Dean of the Faculty or the Director of the School will evaluate the deficiencies or shortcomings in order to help the teacher to improve or overcome them by facilitating the use of the available resources, among which the training or refresher courses organised by the University will have to be considered.

The reference period shall cover the academic years that have elapsed since entry or previous

promotion. In the incorporation processes, all of the lecturer's evaluations shall be taken into account, except in the case of lecturers with many years of seniority at the University, for whom at least those corresponding to the last three academic years shall be taken into account.

### III. RESEARCH ACTIVITY

#### *Article 14*

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The requirement regarding sufficient research skills must be demonstrated by having completed six-year research periods which have been positively evaluated by the National Commission for the Evaluation of Research Activity or equivalent body, or, in their absence, by the publication of research results in scientific media of acknowledged prestige in their discipline, the presentation of these results at international congresses or scientific meetings, and participation in research projects achieved in competitive competition.

Likewise, the capacity to transfer research results to society through informative publications in mass media, collaborations with institutions or companies, development cooperation, through the possession of patents or utility models, or in general actions that contribute to the social projection of the research conducted at COMILLAS will also be positively valued.

For the proper assessment of research activities, attention will be paid not only to their number but above all to their quality, using objective evaluations of the latter, or even through the request for reports and references that are deemed appropriate to request from professors or researchers from this or another university by the merit assessment committee.

### IV. COLLABORATIVE WORK AND SERVICES RENDERED TO COMILLAS

#### *Article 15*

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In the processes of appointment and promotion to the level of Comillas Lecturer or Researcher, the capacity for teamwork, collaboration and coexistence, availability and management and organisational skills, as well as, where appropriate, the services rendered to the University in functions of governance, management, representation and training, will be assessed together with the above requirements.

### V. REQUIREMENTS FOR PROMOTION TO THE DIFFERENT CATEGORIES OF LECTURER AND RESEARCHER

#### *Article 16*

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For the purposes of recognition of six-year research periods in these Regulations, a six-year period shall be considered to be active if no more than 9 years have elapsed since the end of the last year recognised.

#### *Article 17*

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For appointment to the category of Assistant Comillas Lecturer, candidates must submit an explanatory report on their conception of the corresponding discipline (concept, method, sources and main means for its cultivation and, where appropriate, the programme) and their own teaching project (working and teaching methods). They must also submit a research project explaining the line of research and research activities undertaken up to that moment, as well as explaining how this connects with future projects. For promotion to the category of Assistant Comillas Researcher, it will not be necessary to submit the report and teaching project, but the research project must be submitted.

To be considered for promotion, they will be required to have at least:

- An active six-year period of research.

- Integration into university life and ability to work in a team. In addition, in the case of candidates for the post of Assistant Comillas Lecturer, they must:
  - o have obtained a positive evaluation at least as an associate professor of a private university from one of the agencies recognised by ENQA;
  - o have had at least one academic year of teaching responsibility deemed appropriate to ensure sufficient mastery of their discipline;
  - o have successfully completed at least 10 ECTS credits of training for teaching refresher courses or have participated in teaching innovation projects considered to be of equivalent scope;
  - o have received favourable reports on their teaching experience;
  - o have received positive scores (as indicated in section II) in the student evaluation surveys.

The following will also be positively rated:

- The number of citations of the candidate's publications in relation to the average number of citations of similar worldwide scientific production by area of knowledge, typology and date (normalised impact, IN);
- periods of research or teaching at prestigious international centres;
- an effective contribution to the management of the University;
- the ability to teach in English;
- to have successfully completed the courses leading to the Diploma in University Teacher Training (DIFOPU);
- for candidates for Assistant Comillas Researcher, and, where appropriate, the favourable reports on their teaching experience.

## ***Article 18***

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For promotion to the category of Associate Comillas Lecturer or Researcher, at least the following will be required:

- Demonstrated ability to direct quality research work, which may be accredited by means of scientific publications in prestigious media (as established in the university's teaching staff management model), research projects won in competitive calls, supervision of doctoral theses, and/or obtaining external funding for research;
- an active six-year period of research.
- integration into university life and ability to work in a team.
- effective availability for the management of the University;
- in addition, in the case of candidates for the post of Associate Comillas Lecturer:
  - o Positive scores (as indicated in section II) in student evaluation surveys will be required;
  - o together with favourable reports on the candidate's teaching experience.

The following will also be positively rated:

- The number of citations of the candidate's publications in relation to the average number of citations of similar worldwide scientific production by area of knowledge, typology and date (normalised impact, IN);
- the direction of and contribution to the design of teaching programmes, and participation in teaching innovation projects;
- the ability to teach in English;
- active participation in the University's own doctoral programmes;
- an effective contribution to the management of the University;
- periods of research or teaching at prestigious international centres;
- to have participated since their last promotion in teaching refresher courses of at least 6 ECTS in total or in teaching innovation projects considered to be of equivalent scope;
- for candidates for the post of Associate Comillas Researcher, and, where appropriate, the favourable reports on their teaching experience.

## ***Article 19***

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For promotion to the category of Ordinary Comillas Lecturer or Researcher, at least the following will be required:

- Demonstrated capacity for leadership in university management through the effective exercise of management positions in the University; and/or leadership in research, through the direction or coordination of group research activities;
- high-quality research work accredited by means of scientific publications in prestigious media (as established in the university's teaching staff management model), research projects won in competitive calls and/or obtaining external funding for research;
- an active six-year period of research.
- integration into university life and ability to work in a team.
- in addition, in the case of candidates for the post of Ordinary Comillas Lecturer:
  - o positive scores (as indicated in section II) in student evaluation surveys will be required;
  - o together with favourable reports on the candidate's teaching experience. The following will also be positively rated:
- The number of citations of the candidate's publications in relation to the average number of citations of similar worldwide scientific production by area of knowledge, typology and date (normalised impact, IN);
- directing and contributing to the design of teaching programmes, and directing or coordinating teaching innovation projects;
- the ability to teach in English;
- active participation in the University's own doctoral programmes;
- the supervision of doctoral theses;
- periods of research or teaching at prestigious international centres;
- to have participated since their last promotion in teaching refresher courses of at least 6 ECTS in total or in teaching innovation projects considered to be of equivalent scope;
- for candidates for the post of Ordinary Comillas Researcher, and, where appropriate, the favourable reports on their teaching experience.

## VI. SPECIFIC SITUATIONS

### **Article 20**

In exceptional circumstances, and taking into account the specific conditions of the candidates, some of the specified requirements may not be required.

### **Article 20-bis**

The University's Research Staff (PI) may be promoted to the category of Comillas Lecturer, albeit within the budgetary possibilities and the planning of the Centre's teaching and research needs, when, in addition to meeting the requirements established in the General Statutes and in the General Regulations of the University for this category and those developed in these Regulations, it can be verified that they possess a high standard of knowledge of the discipline, notable pedagogical aptitudes and gifts and outstanding human qualities for the exercise of the teaching function. In addition, they must have had a stable teaching commitment over the last 3 years of sufficient importance to guarantee that the transition from research to teaching status has taken place progressively and is not merely occasional or circumstantial.

In these cases of access from the status of Researcher (PI) to the category of Comillas Lecturer, the candidate will be required to submit a report explaining his or her conception of the

the knowledge of the corresponding discipline (concept, method, sources and main means for its cultivation and, where appropriate, the programme) and of their own teaching project (working and teaching method), and such knowledge must always refer to a sufficient mastery of the corresponding discipline, never of a single subject. This requirement shall apply irrespective of the category to which one is promoted from the status of researcher and irrespective of one's status as a researcher.

The Research Staff (PI) who are granted the status of Comillas Lecturer will maintain in the long term a stable and significant dedication of at least 40% in externally financed research projects, all of this in accordance with the budgetary possibilities and the planning of the teaching and

research needs of the Centre in each academic year.

#### ***Article 21***

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In the case of the appointment of a lecturer or researcher from another University or Higher Research or Higher Education Centre, the verification of the requirements and merits set out in the previous articles will be obtained, in addition to the information that can be obtained within COMILLAS, with the reports that it is considered appropriate to request from the institution or institutions from which the lecturer or researcher comes.

In cases of promotion from Associate Comillas Lecturer in the University School to Assistant Comillas Lecturer in the Faculty or Higher Technical School, it will not be necessary for the candidate to submit the report and teaching project referred to in Article 17, but the research project described in the aforementioned article will be required. Likewise, in these cases, the letter that the Dean must send to the Chancellor for its distribution to the Governing Council, for the purposes of initiating the promotion file, will focus on the summary of compliance with the requirements and assessment criteria referred to in Article 17, without the need to request the reports referred to in Article 28 of these Regulations.

#### ***Article 22***

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In the Faculties of Ecclesiastical Studies, candidates must also fulfil the requirements established by the Apostolic Constitution "Veritatis Gaudium" and by the specific Statutes of those Faculties.

### **VII. DEDICATION**

#### ***Article 23***

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The post of Comillas Lecturer or Researcher requires at least full dedication to the University.

### **VIII. PROCEDURE**

#### ***Article 24***

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The procedure for the appointment and promotion of Comillas lecturers or researchers consists of two stages, which are differentiated both in terms of their aims and objectives and in terms of the institutional bodies that are involved in the procedure.

The first stage, the initiation of the appointment procedure by the Dean of the Faculty or Director of the School (or, in the case of inter-faculty institutes, by the Vice-Chancellor responsible for the latter), which concludes with the agreement of approval by the Governing Council, aims to verify the identification of the lecturer or researcher with the mission and values of the University, the budgetary possibilities and the needs of the teaching or research staff, as well as guaranteeing, in accordance with general and uniform criteria, that the candidate meets the minimum requirements established in the General Statutes regarding teaching, research, dedication and other services rendered to the University.

The second stage, involving the analysis and assessment of the candidate's merits by the Merit Evaluation Committee appointed for this purpose, which concludes with the proposal made by the Board of Professors or Researchers to the body responsible for making the appointment, has the aim of analysing and assessing in detail, from a specialist perspective, the candidate's knowledge, teaching skills and attitudes, academic, teaching and research career and scientific work.

The decision taken by the Governing Council to initiate an appointment or promotion procedure to the position of Comillas Lecturer or Researcher does not prejudge the proposal later to be submitted to the Chancellor by the Board of Professors or Researchers of the Centre.

#### ***Article 25***

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The procedure for appointment or promotion to the position of Comillas Professor or Researcher at the University shall be initiated by the Dean of the Faculty, Director of the School, or Vice-Chancellor responsible for the inter-faculty institutes, with the approval of the Governing Council, on his/her own initiative, with the acceptance of the candidate, or at the candidate's request when he/she is considered to possess the requirements outlined in the General Statutes and in the General Regulations, assessed in accordance with the criteria and levels indicated in these specific Regulations, and taking into account, in all cases, the teaching and research needs and the budgetary possibilities.

In order to ensure the greatest possible uniformity in the criteria to be taken into account, the initiation of the University's appointment and promotion processes for Comillas lecturers and researchers shall be decided jointly each academic year at the ordinary sessions of the Governing Council to be held in December, March and June.

#### ***Article 26***

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For the adoption of the resolution of the Governing Council referred to in the previous article, the lecturer himself/herself and by the Dean, Director or Vice-Chancellor must provide the members of the Governing Council, sufficiently in advance, with information on the candidate and on the needs of the Faculty, School or Inter-faculty Institute.

#### ***Article 27***

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Candidates must ensure that their CV is updated in the Comillas information management system (iPDI), as this is how the candidate's merits will be consulted.

#### ***Article 28***

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For their part, the Dean, Director or Vice-Chancellor shall collate all the available information on:

- The personal attitude of the candidate and their degree of identification with the mission of COMILLAS and their experience of the values that it represents, as expressed in the Preliminary Title of its General Statutes and in the Institutional Declaration;
- their knowledge, pedagogical skills, teaching and research activity, and other elements of assessment referred to in Articles 62 et seq. of the Statutes and developed in these Regulations;
- the possibility and desirability of their recruitment or promotion in accordance with the budgetary possibilities and the planning of the Centre's teaching staff needs.

To this end, the results of the candidate's teaching evaluation surveys within the reference period will be collected and, confidentially, reports on the aforementioned aspects will be requested from the Director of the Department and/or Institute to which the lecturer or researcher belongs, from the Heads of Studies of the degree programmes in which the teaching activity is carried out, if applicable, from at least three lecturers or researchers, both from the same and from a different Department or Institute to that of the candidate and in any case of the same or a higher category than the one to which he/she is to be appointed or promoted, and also, in the case of candidates for the post of Comillas Lecturer, from at least three of the teacher's former students chosen by drawing lots. For these purposes, the Dean, Director or Vice-Chancellor shall send the informant the curriculum vitae of the teacher and a questionnaire with the questions on which he/she must give his/her opinion (Appendix II).

#### ***Article 29***

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The Deans of Faculties and Directors of Schools or Vice-Chancellor responsible for inter-faculty institutes shall not initiate any appointment and promotion dossier without the corresponding budgetary coverage. For these purposes, the budget for each school year shall include the necessary provision under the heading of teaching staff in accordance with the staffing plan for each school.

#### ***Article 30***

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Any proposal for the opening of a procedure for appointment as a Comillas Lecturer or Researcher of the University submitted by the Deans, Directors or Vice-Chancellors to the Governing Council must be accompanied by the commitment to accept the Statutes and the Institutional Declaration of the University signed by the candidate.

All proposals for promotion to the category of Associate or Ordinary Professor or Researcher of the University submitted by the Deans, Directors or Vice-Chancellors to the Governing Council must be accompanied by a commitment on the part of the candidate to assume, when proposed or appointed in accordance with the statutory and regulatory procedures, the management positions that the General Statutes reserve for the aforementioned categories of professors and researchers.

### ***Article 31***

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The Dean, Director or Vice-Chancellor shall send the Chancellor the candidate's CV, the reports requested from academic heads, teachers and students (if applicable) and a letter with the results of the information requested and his/her own opinion. The Chancellor shall distribute to all members of the Governing Council, together with the notice convening the corresponding session, the CV of the candidate, the letter from the Dean, Director or Vice-Chancellor, and the reports from the Vice-Chancellor responsible for teaching staff on the teaching load and needs of the corresponding centre (in the case of appointment or promotion to Comillas Lecturer) and from the Vice-Chancellor or equivalent responsible for financial matters, on the availability of the budget. In the light of all this information and in consideration of the conditions and requirements set out in the General Statutes, in the General Regulations and in these specific Regulations, the Governing Council shall decide on the opening of the appointment or promotion procedure.

### ***Article 32***

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Once the Governing Council has agreed, by secret ballot and by absolute majority of those present, to initiate the appointment procedure, the Dean, Director or Vice-Chancellor shall notify the candidate so that he/she may deposit in the Secretariat of the Dean's Office or Management of the Centre all the documentation (required academic qualifications, research CV, etc.) that he/she deems necessary or appropriate to present for subsequent examination and assessment by the Merit Assessment Committee and the Board of Comillas Lecturers or Researchers.

The candidate shall have three months from the date of notification of the decision of the Governing Council to submit the report or research project referred to in Article 17 of these Regulations.

### ***Article 33***

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Once the Dean, Director or Vice-Chancellor has received all the documentation and work submitted by the candidate, he/she will ask the Chancellor to appoint a Merit Assessment Committee made up of three Comillas Lecturers or Researchers (or, where appropriate, Collaborators), of the same or higher category to which the candidate is to be appointed or promoted and belonging to the same or a related discipline or area of knowledge. Emeritus and retired professors and exceptionally also professors from other Universities, Research Centres or Higher Education Institutions may form part of this committee.

To form the Committee, the Dean, Director or Vice-Chancellor will propose to the Chancellor, as far as possible in accordance with the provisions of the previous paragraph, a list of at least five names, and the Chancellor may designate other professors or researchers from other COMILLAS Centres belonging to the same area of knowledge as the candidate or to another related area. When appointing the Committee, the Chancellor shall designate its Chairperson and Secretary.

In order to perform their duties, the Dean, Director or Vice-Chancellor shall place at the disposal of the Committee the CV of the candidate and all the documentation submitted by him/her, including, where appropriate, the report and the teaching and research project, the student evaluation surveys (in the case of candidates for the post of Comillas Lecturer) during the reference period and the report submitted by him/her to the Governing Council.

The Committee may obtain objective and reserved reports from professors or researchers of the corresponding area of knowledge and of the same or equivalent level, from this or another University, on the quality of the applicant's scientific work.

### ***Article 34***

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The members of the Merit Assessment Committee, within a maximum period of thirty days of their appointment, shall complete a reasoned assessment report on the academic, scientific and teaching merits of the candidate, as they result from the elements provided by the candidate and by the Dean, Director or Vice-Chancellor (degrees, publications, report, teaching and research project, surveys and reports) and from the interviews that they may consider appropriate to hold with the candidate (Appendix III).

This report and the particulars that each of the designated Lecturers or Researchers would like to attach shall be sent to the Dean, Director or Vice-Chancellor, who shall have them distributed to all the Comillas Lecturers or Researchers on the Board who, in each case, according to the Statutes, are competent to make the proposal. A copy of these reports shall also be sent to the Chancellor of the University. With the reports of the Merit Assessment Committee, the Dean, Director or Vice-Chancellor shall also send the candidate's curriculum vitae to each of the members of the Board of Comillas Lecturers or Researchers, who shall have the documentation presented by the candidate at their disposal in the Secretariat of the Dean's Office or Centre Management, or Vice-Chancellor's Office, in order to be able to examine it.

### ***Article 35***

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The Board of Comillas Lecturers or Researchers shall be convened by the Dean, Director or Vice-Chancellor within fifteen days from the date of receipt of the Committee's report, and shall be chaired by him/her or, if not a member of the Board, by the professor or researcher with the longest seniority in the highest category. The lecturer or researcher with the shortest length of service in the lower category or, where appropriate, in the same category, shall act as secretary.

The Board shall be validly constituted provided that, between those present and those who, for duly justified reasons, have sent their vote directly to the Dean, Director or Vice-Chancellor, two thirds of the professors or researchers who are entitled to sit on the Board are present. The General Secretariat of the University shall make the necessary arrangements to guarantee the secrecy of the vote in the event that, due to the impossibility of the lecturer or researcher attending the Board Meeting, the vote is sent directly to the Dean or Director of the Centre or Vice-Chancellor.

It shall freely formulate its non-binding proposal by secret ballot, by an absolute majority vote of the sum of those present and those who have sent the vote directly to the Dean, Director or Vice-Chancellor. This proposal, certified by the secretary of the Board with the acceptance of its Chairperson, shall be officially communicated to the Dean, Director or Vice-Chancellor, who shall immediately submit it to the Chancellor for resolution or further processing, in accordance with the Statutes.

For the purposes of the previous section, if the non-binding proposal made by the Board of Professors or Researchers is contrary to the appointment or promotion, the Chancellor may rule that the procedure has been completed. The Chancellor's decision shall be notified to the teacher or researcher and to the respective Dean, Director or Vice-Chancellor.

Any member of the Board of Lecturers or Researchers may submit to the appointing authority in writing such reservations or explanations of his or her vote as he or she deems appropriate.

### ***Article 36***

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In exceptional cases in which, in accordance with the provisions of Article 62.4 of the General Statutes, persons of renowned scientific prestige are appointed as Ordinary Professors or Researchers of the University directly, without passing through the teaching grades in lower categories, once the Governing Board has approved the initiation of the file, only the favourable report of the Board of Ordinary Professors or Researchers of the Faculty or School shall be required, without the need for a prior report from the Merit Assessment Committee.

## **ADDITIONAL PROVISIONS**

### ***One***

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For the purposes of Articles 62.1 a), 63.1 a) and 65.1 b) of the General Statutes and the second paragraph of Article 3 of these Regulations, the following categories of teaching staff are considered equivalent:

- a) The category of Associate Lecturer (“Profesor Agregado”) of a University School is equivalent to that of Tenured Lecturer (“Profesor Titular”) of a University School in the public university and to that of Associate Lecturer at a University School in the national agreement for University Education and Research Centres.
- b) The category of Ordinary Lecturer (“Profesor Ordinario”) at a University School is equivalent to that of Full Professor (“Catedrático”) at a University School in a public university and to that of Tenured Lecturer (“Profesor Titular”) at a University School in the national agreement for University Education and Research Centres.
- c) The category of Assistant Lecturer at a Faculty or Higher Technical School is equivalent to that of Tenured Professor at a University and to that of Assistant Lecturer in the national agreement for University Education and Research Centres.
- d) In accordance with the provisions of Article 63.10 of the General Regulations of COMILLAS, the category of Assistant Lecturer at a Faculty or Higher Technical School is recognised as equivalent to that of Ordinary Lecturer at a University School.
- e) The category of Associate Lecturer at a Faculty or Higher Technical School is equivalent to that of Associate Lecturer at the same type of centre in the national agreement for University Education and Research Centres.
- f) The category of Ordinary Lecturer at a Faculty or Higher Technical School is equivalent to that of Full Professor in public universities and to that of Tenured Lecturer at a Faculty or Higher Technical School in the national agreement for University Education and Research Centres.
- g) Tenured University Lecturers (LRU) may be appointed or promoted directly to the category of Ordinary Lecturer without passing through the category of Associate Lecturer of a Faculty or Higher Technical School when their merits and ability, having heard the Teaching and Teaching Staff and Teaching Committee, are those of an Ordinary Lecturer. The procedure to be followed in such cases shall be as provided for in these Regulations.

## ***Two***

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When in a Faculty or School there are no Professors or Researchers of equal or higher category with whom the corresponding Board of Professors or Researchers can be constituted, referred to in Articles 62.3; 63.3; 64.3; 65.2 and 66.2 of the General Statutes and 34 and 35 of these Regulations, the powers attributed to this Board shall be assumed by a Committee of at least five Comillas Lecturers or Researchers of the University appointed by the Chancellor, from among those presented by the Deans and Directors of those Faculties or Schools which, having areas of knowledge and related disciplines, are required by the Chancellor to make such a presentation. When appointing the Committee, the Chancellor shall be the one to appoint the Professors or Researchers who are to act as Chairperson and Secretary.

When the number of Comillas Lecturers or Researchers in the Faculty or School in the corresponding category does not reach five, the Board of Comillas Lecturers or Researchers shall be completed by the Chancellor, following the above procedure.

## ***Three***

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When it is the Dean or Director of the Centre who is to be appointed to the teaching staff or promoted within its different categories, the initiation of the dossier, as well as all the actions and procedures that the General Statutes and these Regulations attribute to the Dean or Director, shall correspond to the Vice-Chancellor to whom the Chancellor has delegated powers in matters of teaching staff.

## **DEROGATORY PROVISION**

The “Rules of procedure for the appointment and promotion of Comillas lecturers at

Universidad Pontificia Comillas”, approved by the Governing Council in session of 16 June 1987 and modified in that of 4 May 1998, the “Complementary rules for the incorporation and promotion of Comillas lecturers”, approved by the Governing Council in the session of 23 July 1996, are hereby repealed, with the exception of no. 4 insofar as they continue to be applicable, the “Procedural Rules for the incorporation and promotion of Comillas lecturers at Universidad Pontificia Comillas”, approved by the Governing Council in the session of 25 March 1996, and any others that may oppose the provisions of these Regulations.

## TRANSITIONAL PROVISION

The requirements set out in Articles 17 to 19 shall apply on the entry into force of these Regulations, except in the case of the requirement for six-year research periods, which shall become effective 8 years after the date of entry into force.

In the transitional period, the requirement of six-year periods will be replaced by the requirement of a sufficient number of scientific publications in prestigious media (as established in the University's teaching staff management model), which accredit the candidate's research capacity; at all events, it will be necessary to have level 2 or equivalent research according to the COMILLAS teaching and research staff management model in the majority of the academic years spent in the current category.

## FINAL PROVISION

These Regulations shall enter into force for the 2023-2024 academic year. Recruitment and promotion processes initiated under the previous rules will continue to be fully governed by them.

*\* Appendices I, II and III of this regulation are available online.*