

UNIVERSIDAD POLITECNICA SALESIANA

CONSIDERING

That, the Constitution of the Republic in Article 33 establishes that work "is a right and a social duty, and an economic right, source of personal fulfillment and basis of the economy. The State shall guarantee working people full respect for their dignity, a decent life, fair payment and (retrebuiones) and a healthy job freely chosen or accepted";

That, the Constitution of the Republic in Article 11, numeral 2) establishes that "all persons are equal and will enjoy the same rights, duties and opportunities. no one can be discriminated against on the basis of ethnicity, place of birth, age, sex, gender identity, cultural identity, marital status, language, religion, ideology, political affiliation, judicial past, socio-economic status, immigration status, sexual orientation, health status, carrying HIV, disability, physical difference; nor for any other distinction, personal or collective, temporary or permanent, which has the result of impairing or annulling the recognition, enjoyment or exercise of rights. The law shall punish all forms of discrimination";

That, the Organic Law of Higher Education, in Articles 17 and 18, establishes in favor of the University academic, administrative, financial and organizational autonomy, with the freedom to expedite its statutes within the framework of the provisions of the aforementioned Law, as well as the freedom to name authorities, professors, researchers, and employees, adhering to gender equality in accordance with the Law;

That, Article 6, section c) of the Organic Law of Higher Education establishes as a right of professors and researchers to have the opportunity to hold the positions of professor, researcher or director, thus guaranteeing stability, promotion, mobility and retirement, based on academic merit, quality of the teaching, investigative production, and continuous improvement, without discrimination of gender or of any other type;

That, is one of the purposes of the Higher Education System provided in Article 13, section h) of the Organic Law of Higher Education, is to foster the entry of teaching and administrative staff based on public competitions provided for in the Constitution; in relation to Art. 91 and 92 of the Organic Law of Higher Education which guarantees their hiring and work without discrimination of any kind, as established in the Constitution and this Law. No limitations will be established that imply discrimination derived from religion, ethnicity, age, gender, economic position, politics, sexual orientation, disability or of any other nature. Affirmative measures will be applied so that women and other historically discriminated people have equal opportunities to participate in merit competitions.

That, the Policies for Salesian presence in Higher Education indicate that the selection of new personnel will be made according to profiles and procedures that best respond to the demands of the Institutional Project;

That, in terms of Human Resources for the incorporation of new teaching and administrative staff, it is necessary to establish and carry out a planned process in pursuit of institutional

growth, and define profiles and functions of each of the professors and administrative staff;

That, for the selection of personnel, Universidad Politécnica Salesiana will consider the principles of Institutional Identity approved in the text that refers to the Technical Secretariat for Institutional Identity Assurance.

In the exercise of its powers,

RESOLVES:

To expedite the following:

**REGULATION FOR THE SELECTION AND HIRING OF TEACHING AND ADMINISTRATIVE STAFF
AT UNIVERSIDAD POLITÉCNICA SALESIANA**

**CHAPTER I
GENERALITIES**

Article 1

For Universidad Politécnica Salesiana (UPS), the staff selection and hiring process includes the stages of recruitment, selection, presentation, challenge of results, and hiring.

Article 2

Every process of selection and hiring of non-tenured and tenure-track professors and researchers, as well as administrative staff at the Universidad Politécnica Salesiana will be subject to these Regulations.

Article 3

The selection and hiring process that corresponds to the phases of the recruitment, hiring, and selection process, which is within the policies of the IUS for professors, researchers, and administrative staff at the Universidad Politécnica Salesiana, will respect the principle of affirmative action determined in the Organic Law of Higher Education and internal institutional regulations. Therefore, 2 points will be added in the merits phase to those right holders considered to be a situation of inequality according to Art. 11, section 2 of the Constitution.

(Article amended through Res. No. 191-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 4

For any personnel selection process, the respective requirement must be generated (professor, researcher, and administrative staff), in the formats established by Universidad Politécnica Salesiana. (Appendix GTH-SELEC-001; 002).

Article 5

The requirement of professors, researchers, and administrative staff, will be made by:

- President
- General Vice President
- Vice President of Academic Affairs
- Research Vice President
- Postgraduate Vice President

- Main Campus Vice President
- Director of Academic Programs, or
- Coordinators/Departmental Directors

[23] 2. To guarantee in each institution a significant Salesian presence, both quantitative and qualitative, comprised of religious and secular people capable of directing and executing a project at a cultural, scientific and educational-pastoral level.

Each department will manage the procedure to its immediate superior, which will then be sent to Human Resources Management at the Main Campus or the Office of the University President

(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 6

To start the selection process, the request for personnel will be sent to Human Resources Management will be sent, which will verify that the information is consistent with the needs of personnel, functions manual and internal regulations.

Article 7

If the requirement format for non-tenured and tenured professors and researchers, or administrative staff has inconsistencies, it will be returned to the department that sent it for correction.

Article 8

Any personnel requirement that derives from the creation of a new position (temporary or definitive) will be requested by the Main Campus Vice-President, General Vice-President in such case, and approved by the President. For administrative staff, the request for the creation of a new position or level will be carried out by the President, who will ask the High Council for approval.

(Article amended through Res. No. 131-07-2018-06-20, adopted by the High Council in ordinary session dated June 20, 2018; modified through Resolution No. 187-08-2019-07-17 of the High Council in ordinary session dated July 17, 2019).

Article 9

Every selection process of academic personnel will be developed after approval by the High Council or its Delegate in accordance with Resolution No. 120-07-2014-07-23. In the case of administrative personnel, this will be approved by the President or the Main Campus Vice President.

Article 10

The selection process will last a maximum of 60 days from the date of publication until the presentation of the results. The time does not include the challenge phase of the results. If the established time is exceeded, the process will be declared void and a new process must be requested.

Article 11

For a candidate to be declared the winner of the selection process, they must have a minimum final grade of 75/100 points regardless of the number of participants; otherwise, the selection process will be declared void and a new process must be requested.

Article 12

The Selection Commission for professors and researchers will be comprised of:

- Main Campus Vice-President, who acts as chairperson of the committee
- Academic Program Director or Coordinator
- Main Campus Academic Development Coordinator
- Technical Secretary or Technical Director of Human Resources Management, who acts as secretary of the commission.

Article 13

The Selection Committee for administrative staff will be comprised of:

- General Vice-President or Main Campus Vice-President (depending on the case), who acts as chairperson of the commission
- Coordinator or / Technical Director
- Technical Secretary or Technical Director of Human Resources Management, who acts as secretary of the commission.

(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 14

To request the hiring of new professors, tenured and non-tenured researchers, the request will be sent at least 30 days before the end of the corresponding academic period.

Article 15

For new undergraduate and postgraduate programs, the provisions of these Regulations will apply in accordance with those of the current national legislation.

CHAPTER II **RECRUITMENT OF PERSONNEL**

Article 16

Recruitment is the process by which the organization attracts applicants to appear in the selection process to fill a position.

Article 17

Recruitment may be internal and/or external, prioritizing the internal to ensure the promotion and professional career development of employees.

Article 18

The call for the competition of professors and non-tenured and permanent researchers will be disseminated by two means of mass communication in each of the Campuses of Universidad Politécnica Salesiana according to their specific requirements. It will also be published on the University website and in the electronic information network established by the Secretary of Higher Education, Science, Technology and Innovation, through the National Information System of Higher Education of Ecuador.

Article 19

The call for the competition of administrative personnel will be disseminated through mass media considered appropriate by Universidad Politécnica Salesiana.

Article 20

For the internal and/or external call for tenured and non-tenured professors and researchers, and administrative staff, the formats established by Universidad Politécnica Salesiana will be used (Appendix GTH-SELEC-003).

Article 21

The call for the academic staff selection process will include the requirements, categories, the academic areas of knowledge, hours, compensation, and the number of positions available. For non-academic staff, the category and hours fields will be exempted.

Article 22

The recruitment of postgraduate professors may also be carried out through invitations directly to professionals who, due to their training and experience, meet the required profile with the respective academic project; the invitation may be made by the University President, the Main Campus Vice-President and/or the Vice President of Postgraduate programs.

Article 23

The macro agreements of inter-institutional cooperation, in relation to professors, will be respected, thus complying with Ecuadorian legal regulations.

**CHAPTER III
SELECTION OF PERSONNEL**

Article 24

In accordance with the dates and times established in the call for tenured and non-tenured professors and researchers, and administrative personnel, Human Resource Management will receive resumes with supporting documentation for review and analysis that proves compliance with the following requirements: Master's and/or PHD level education, experience, training, publications, and personal documents such as: citizenship card or work visa, updated voting certificate and the others required in the Internal Career Ladder Regulation for Professors and Researchers at Universidad Politécnica Salesiana. Applicants who do not meet the profile will not be considered.

Article 25

Human Resources Management will contact (GTH-SELEC-004) candidates who meet the profile to confirm the day, time, and place for the application of the following evaluation instruments:

Interview (Interview report Appendix GTH-SELEC-005).

Technical tests (demonstration class, reactive assignments, simulations, project presentation, etc. (Appendix GTH-SELEC-006).

Psychometric test.

The evaluation instruments will be applied according to each position.

Article 26

The technical tests will be determined jointly with the Director of the Academic Program or the Coordinator/Departmental Director/Technical Director, who will send the request.

Article 27

Selection of Level 1 non-tenure track adjunct professors will be done only through a competition based on merit, which will be assessed out of 100 points. Employment will be by temporary contract for a maximum period of 180 days a year in accordance with the provisions

of the Labor Code and will apply for cases of replacement of tenure-track professors who have taken a leave of absence and those who have been unexpectedly terminated during the academic period.

The assessment of the merits of adjunct staff will be subject to the provisions of the following table.

PARAMETERS	SCORING
PHD in required field	30 points
Master's degree in the required field (qualifying degree)	15 points
Specialization	05 points
(*) Publications in indexed journals and/or books published by experts (One point per publication)	Up to 5 points
Professional development related to the required field (0.5 for every 20 hours)	Up to 4 points
Experience in university teaching in undergraduate degrees (0.5 for each year)	Up to 7 points
Postgraduate university teaching experience (0.5 per year)	up to 4 points
Professional experience in the required field (0.5 for each year)	up to 4 points
(*) Publications in non-indexed journals. (One point per publication)	Up to 2 points

(*) For the assessment of publications in indexed and non-indexed journals, if there are participants who exceed 5 and 2 points, respectively, based on having a high number of publications, the highest score will be assigned to the applicant with the greatest number of publications; the rest will be assigned a score calculated proportionally.

For the case of a PhD, registration with SENESCYT must include the legend "Doctorate degree or PhD valid for teaching, research and management in higher education."

When the same studies have given rise to more than one degree, only the higher degree will be considered.

If the applicant has additional fourth level degrees not related to the field of the competition, up to 40% of the score of each level will be considered

For applicants seeking a tenure-track position at Universidad Politécnica Salesiana and who are adjunct professors, or, at the date of the competition, are working for the institution under the modality of civil contracts for professional or technical teaching services, an additional score will be awarded equivalent to 10% of the merit phase.

Applicants who present a certification of a legally recognized and authorized entity in the country, with accreditation in the English language from level B2 onwards, according to the common European framework, will receive an additional score equivalent to 10% of the merit phase.

(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 28

The total scoring of the selection process will be over 100 points, corresponding to the sum of

the merits and opposition, whose weighting will be as follows: opposition 60% and merits 40% of the total grade in the case of tenure-track professors, teaching assistants and administrative staff.

Article 29

The assessment by opposition will include the following aspects and scores:

- Interview (12 points)
- Technical tests, demonstration class or project presentation (30 points) distributed in 75% of the teaching grade, and 25% of the student grade.
- Psychometric tests (18 points).

The score awarded in the demonstrative class will be the result of the average sum of the grades assigned by the evaluators in equal weighting proportion.

Applicants who present the certification of a legally recognized and authorized entity in the country with accreditation in the English language from level B2 onwards, according to the common European framework, will need the endorsement of the UPS Institute of Languages to receive an additional score equivalent to 10% of the merit phase.

(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 30

The evaluation by merit for tenure-track professors and researchers will include the following parameters and scores:

PARAMETERS	SCORING
PHD in required field	30 points
Master's degree in the required field (qualifying degree)	15 points
Specialization	05 points
(*) Publications in indexed journals and/or books published by experts (One point per publication)	Up to 5 points
Professional development related to the required field (0.5 for every 20 hours)	Up to 4 points
Experience in university teaching in undergraduate degrees (0.5 for each year)	Up to 7 points
Postgraduate university teaching experience (0.5 per year)	up to 4 points
Professional experience in the required field (0.5 for each year)	up to 4 points
(*)Publications in non-indexed journals. (One point per publication)	Up to 2 points

(*) For the assessment of publications in indexed and non-indexed journals, if there are participants who exceed 5 and 2 points, respectively, based on having a high number of publications, the highest score will be assigned to the applicant with the greatest number of publications; the rest will be assigned a score calculated proportionally.

For the case of a PhD, registration with Senescyt must include the legend "Doctorate degree or PhD valid for teaching, research and management in higher education".

In case the applicant holds a PhD in the required field but not a master's degree, the PhD degree will be deemed the qualifying degree.

When the same studies have given rise to more than one degree, only the higher degree will be considered.

If the applicant has additional fourth level degrees not related to the field of the competition, up to 40% of the score of each level will be considered.

Applicants who work at Universidad Politécnica Salesiana as Level 1 adjunct professors, or who, at the time of the competition, are working for the institution as independent contractors or as teaching assistants will receive an additional score equivalent to 10% of the merit phase.

(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 31

The applicant who obtains the highest score in the merit phase of the competition will be awarded 40 points; the remaining applicants will be assigned a corresponding proportional score. Only final degrees titles and certified experience will be scored; in the case of professional development, only activities carried it out in the last 5 years prior to the date of the publication of the competition will be considered.

The merit assessment for teaching assistants will include the following parameters and scores:

PARAMETERS	SCORING
Master's degree in the required field	20 points
Specialization in the required field	05 points
Undergraduate degree in the required field	20 points
(*) Publications in indexed journals and/or books published by experts (One point per publication)	Up to 5 points
Professional development related to the required field (0.5 for every 20 hours)	Up to 4 points
Experience in university teaching in undergraduate degrees (0.5 for each year)	Up to 7 points
Postgraduate university teaching experience (0.5 per year)	up to 4 points
Professional experience in the required field (0.5 for each year)	up to 4 points
(*)Publications in non-indexed journals. (One point per publication)	Up to 2 points

(*) For the assessment of publications in indexed and non-indexed journals, if there are participants who exceed 5 and 2 points, respectively, based on having a high number of publications, the highest score will be assigned to the applicant with the greatest number of publications; the rest will be assigned a score calculated proportionally.

When the same studies have given rise to more than one degree, only the higher degree will be considered.

If the applicant has additional fourth level degrees not related to the field of the competition, up to 40% of the score of each level will be awarded.

Applicants who work at Universidad Politécnica Salesiana, or who, at the time of the competition, are linked to the Institution will receive an additional score equivalent to 10% of the merit phase.

Applicants who present the certification of a legally recognized and authorized entity in the country, with accreditation in the English language from level B2 onwards, according to the common European framework, will receive an additional score equivalent to 10% of the merit phase.

Article 32

The merit assessment for the administrative staff will include the following parameters and scores:

PARAMETERS	SCORING
Qualifying degree for the position	30 points
Professional experience in the required field (0.5 for each year)	Up to 5 points
Postgraduate university teaching experience (0.5 per year)	Up to 5 points

Only final degrees and certified experience will be scored. In the case of professional development, only those activities carried out in the last 5 years prior to the date of the publication of the competition will be considered.

Article 33

The Secretary of the selection committee, in coordination with the departments responsible for carrying out the evaluation of the aspects mentioned in Article 24 of this Regulation. They will develop and present the results report of the contest in the formats established for each case. (Appendix GTHSELEC-007, 008).

Article 34

With the preliminary results of the selection process (Appendix GTH-SELEC-008), the Commission Secretary will request that the candidate with the highest score undergo the pre-occupational examinations in the Medical Department at Universidad Politécnica Salesiana. The costs will be covered by the candidate. The doctor will determine fitness for employment and fill out the form for the relevant legal purposes.
(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 35

After the evaluation has been carried out, the Selection Commission will meet to evaluate and verify the due compliance with the process (Appendix GTH-SELEC-008), prepare the selection record and order the immediate publication of the results in the case of teaching staff.
(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 36

The results of the competition will be published on the University website, naming the candidate who obtained the highest score as the winner. In the case of administrative staff, scores will be communicated electronically.
(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Article 37

Within a maximum period of 3 days, starting from the date of publication or communication of the results of the selection process, the applicants may challenge them by addressing the Commission Secretary in writing.

Article 38

The Selection Commission will have a maximum period of 5 days from the date of presentation of the challenge to resolve the case.

Article 39

Once the challenge phases have been completed, the Main Campus Vice-President will request that the University President hire the selected candidate or candidates, thus ratifying the decision.

The results of the competition will be published on the institutional website; in the case of administrative staff, this will be communicated electronically.

HIRING OF STAFF

Article 40

In accordance with the provisions of Article 26 of the Internal Career Ladder Regulation for Professors and Researchers at Universidad Politécnica Salesiana, the Technical Directorate or the Technical Secretariat of Human Resources Management will contact the professor to disclose contract clauses and other regulations to which the professor and researcher will be subject to. The employment contract will be prepared by the Technical Directorate or Technical Secretariat of Human Resources Management (depending on the case) within five (5) working days from the signing of the selection record and registered with the relevant authority within the period provided by law.

Article 41

The Main Campus Vice-President will request that the President of Universidad Politécnica Salesiana sign the respective contract and forward it to the High Council so the appointment for the position of full-time tenure-track professor can be issued on the same day as the contract. For administrative staff, teaching assistants and Level 1 adjunct professors, the signing of the respective work contract will proceed in accordance with the provisions of current legislation.

GENERAL PROVISIONS

First

The procedures and the formats established by the University will be used for the presentation of the various reports contemplated by this Regulation.

Second

For non-tenured and tenured professors and researchers, teaching assistants and administrative staff, the induction process will be mandatory and carried out as indicated in the respective manual.

(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019).

Third

In the case of administrative staff and teaching assistants at UPS who wish to work as a tenure-track professor, if there are available positions, they must participate and win the respective competition.

(Article amended through Res. No. 187-08-2019-07-17, adopted by the High Council in ordinary session dated July 17, 2019)

Fourth

To guarantee the continuity of teaching activities, in cases where a professor stops attending classes during an academic period, either temporarily or permanently, the University President, at the request of the Campus Vice president, will designate, on a temporary basis, a part time adjunct professor as a replacement for the remainder of the academic period. To remain as tenure-track professor at the Institution, the replacement staff must participate in the selection process established in this Regulation.

(Provision amended through Res. No. 134-07-2016-07-20, adopted by the High Council in ordinary session dated July 20, 2016).

Fifth

In the application of the demonstration classes, Human Resource Management will only coordinate logistical aspects and will not form part of the evaluation group. The group will be comprised of the Director of the Academic Program or a delegate, professors of related courses and students who have passed the course in competition.

Sixth

If applicants in a selection process do not meet the minimum score, the selection commission will declare the process void and call forth a new competition.

Seventh

Everything that is not provided for in these Regulations will be subject to the provisions of the Constitution of the Republic, Career Ladder Regulation for Professors and Researchers in the Higher Education System, Labor Code, and internal regulations of Universidad Politécnica Salesiana.

(Provision added through Res. No. 061-2017-03-22, adopted by the High Council in ordinary session dated March 22, 2017).

REPEALED PROVISIONS

The Regulation for Ascension of Staff at Universidad Politécnica Salesiana is repealed, a move approved under Resolution No. 008-01-2014-01-15 and No. 021-02-2014-02-19 dated January 15 and February 2014 respectively.

FINAL PROVISION

This document "Regulations for the Selection and Hiring of Teaching and Administrative Staff at Universidad Politécnica Salesiana", was approved by the High Council through Resolution No. 168-11-2015-10-21 dated October 21, 2015 and amended through the following Resolutions: No. 134-07-2016-07-20 dated July 20, 2016; No. 061-03-2017-03-22 dated March

22, 2017; No. 131-07-2018-06-20 dated June 20, 2018. Modified through Resolution No. 191-08-2019-07-17 dated July 17, 2019.

Given in the city of Cuenca, on July 17, 2019.

(signatura: ilegible)

Javier Herrán Gómez, sdb
University President

(signatura: ilegible)

Ana Maria Reino Molina
GENERAL SECRETARY

It is hereby certified:

That this document "Regulation for the Selection and Hiring of Teaching and Administrative Staff at Universidad Politécnica Salesiana", was approved by the High Council through Resolution No. 191-08-2019-07-17 dated July 17, 2019.

(signatura: ilegible)

Ana Maria Reino Molina
GENERAL SECRETARY

(seal: Universidad Politécnica Salesiana, General Secretary)