Selection process and selection criteria

The selection process has **four stages**:

- Period for receiving applications and clearing up any doubts. (deadline: 15 April 2024. No CVs will be accepted after 11:59 p.m. (Madrid time) of the preceding day).
- Preselection, discarding all the applications that do not meet the minimum requirements.(deadline: 30 April 2024).
- Evaluation of knowledge, skills and competencies relevant to the various responsibilities that the position entails. An assessment is made of each candidate's career experience, this being explored further when interviews and tests are conducted. These interviews will be conducted. (deadline: 11 June 2024).

- Official communication of the results. The selection committee (formed by the vice president for teaching and learning, the vice president for strategic planning and research, the faculty dean and the UOC Personnel department) decides who should fill the vacancy. The selection committee may seek external advice if this would be particularly relevant. Official notification of the outcome of the selection process will be given by means of an email sent to all the candidates. The selection committee's decision is final, and will be emailed to the applicant. (start of the period for sending communications: 21 June 2024).

Beggining a teaching collaboration: Once you have been chosen in a selection process, your successful application will be valid for the following three semesters. During this time, you may be contracted to cover the number of students enrolling and the new classrooms opened. If you have not been contracted during this period, you will need to go through the selection process again.

Selection criteria: Each candidate will be assessed in accordance with the requirements published in the vacancy, taking into account their qualifications, professional and teaching experience, and their continuing professional development relative to the knowledge, skills, competencies and interests sought at the UOC.

What we are looking for:

- A university qualification relating to the field in which the candidate is offering their services.
- Candidates who already have a primary job.
- Teaching experience (university or non-university) or professional experience from the last three years relating to the field in which the candidate is offering their services.
- An excellent command of the language in which the teaching will be given.
- Knowledge of the programme of studies in question, experience guiding and supervising students, and user-level knowledge of the internet and office software

- **Also of interest**:

  - A doctoral degree.
  - Profiles well-suited to carrying out teaching tasks in an online environment.
  - Experience coordinating and organizing groups both online and in person.
  - High levels of initiative, organizational skills, and strong abilities in personal relations, written communication and teamwork.

  - Experience in university administration and the use of digital resources in education.

How do you apply for the selection process?

If there is a vacancy that matches your profile and knowledge area, to be considered in the selection process you must register in
our *Candidates* section, provide your curriculum vitae and then complete the application for the vacancy.

Contact us: convocatoriapdc@uoc.edu