

RECRUITMENT AND SELECTION POLICY

1. SCOPE

The purpose of this document is to define the procedures and practices to recruit and select researchers and staff and set up clear guidelines that will ensure an open, transparent and merit based recruitment.

2. COMMITMENT TO OPEN, TRANSPARENT AND MERIT BASED RECRUITMENT

IMDEA Materials is committed to attracting talent from all over the world as part of its mission and commitment to excellence in research. Its recruitment process is open, transparent and merit based in line with the Code of Conduct for the Recruitment of Researchers.

3. ADVERTISING AND APPLICATION PHASE

Vacancies shall be advertised and disseminated through public, open calls according to the characteristics of the position and the requirements of the funding.

All positions shall have detailed information on required competencies and duties as well as working conditions. They will be written and advertised in English except if Spanish is a requirement for such position.

As a general rule, vacancies will be advertised in Madri+d jobs portal, Euraxess jobs portal and the Red IRIS Listserv. Specific positions might also be advertised using specialized publications or platforms.

All applications must be submitted through the institute's web platform and must be accompanied by the applicant's Curriculum Vitae, a brief statement of purpose and the documents requested in the call. Incomplete or non-eligible applications will not be taken into consideration. All applicants will receive a confirmation email once their application is properly submitted.

Applicants with special needs can contact HR to adapt the application procedure to their specific needs.

4. SELECTION AND EVALUATION PHASE

All applications will be reviewed and a preliminary assessment will be carried out.

- For **administration personnel** the selection and evaluation will be carried out by the area manager. Final selection will be conducted by a panel integrated by the administration managers (General Manager, Finance, Projects and HR).
- For **technical personnel** that provides general services the selection and evaluation will be carried out by the laboratory coordinator or relevant principal investigator. Final selection will be conducted by a panel integrated by the laboratory coordinator or relevant principal investigator and the technicians supervisor.

For technical personnel that provides services to a specific group the selection and evaluation will be carried out by the principal investigator/s of the project or area of research. Final selection will be conducted by a panel integrated by the HR manager and the principal investigator/s.

- For **research assistants, research associates and senior research associates**, the selection and evaluation will be carried out by the principal investigator/s of the project or area of research. Final selection for research associates and senior research associates will be conducted by a panel integrated by the HR manager and the principal investigator/s.
- For **tenure-track and tenured researchers**, the selection and evaluation of the candidates will be conducted at three levels.

First level. An internal evaluation will be carried out by an internal selection committee that will assess the suitability of the candidates based on their ability to carry out independent research that combines high quality scientific results with technology transfer to industry, particularly for senior appointments. In addition, leadership to develop an independent group along the research lines of the Institute and good communication skills will be evaluated. Selection of researchers will be based fundamentally on scientific merits and adequacy to the research lines of IMDEA Materials Institute.

The internal selection committee will be formed by a gender balanced selection of the Technical Committee members. If necessary to meet the gender balance rule a qualified external member will be invited to participate.

Second level. At least three members of the Scientific Council will be appointed to review and evaluate the candidates that have been selected in the first level. The evaluation of these candidates will be then discussed at the Scientific Council Meeting and a shortlist of candidates suitable for the position will be decided.

Third level. The most suitable candidate from the shortlist is selected by the director and the HR manager.

Evaluators will observe confidentiality and must declare any conflict of interest as soon as they are aware of it (see annex I).

5. APPOINTMENT PHASE

Selected candidates will be contacted and will be offered the position.

All applicants will receive an email once the call is closed. Interviewees will be given feedback when requested.

6. GENDER BALANCE

Whenever possible the selection committee will consist of members of both genders. For tenure-track and tenured researchers selection committee must consist of members of both genders.

Statistics on the gender of applicants and the selected candidate as well as the composition of tenure-track and tenured researchers' selection committees will be gathered to better inform future actions.

7. ANNEX I. Code of Conduct for Evaluators

The task of the evaluators is to participate in a confidential, fair and equitable evaluation. They will use their best endeavors to achieve this following the principles established in IMDEA Materials Institute's recruitment & selection policy.

Evaluators will adhere to this code of conduct for evaluators. In doing so, experts commit to strict confidentiality and impartiality concerning their tasks. If an expert has a direct or indirect link with a candidate, he/she must declare such fact as soon as he/she becomes aware of this.

The policy and practice of IMDEA Materials require that selection will be determined only by personal merit and the evaluation criteria. All candidates must be treated equally irrespective of their gender, age, ethnic, nationality, religion, sexual orientation, language or disability.

All evaluators must treat all information gained via the selection process as confidential. No records of any candidate can be used for any other purpose without the permission of the candidate.

8. ANNEX II. SCIENTIFIC CATEGORIES

9.

Principal Researcher (Levels 1, 2 or 3)

This category is reserved for Institute Scientists who are among the leaders in their fields at international level. This leadership will be established by the corresponding merits detailed below, which clearly indicate a prominent position.

Tenured position. Promotion from Senior Researcher to Principal Researcher level 1 will be awarded considering the following criteria:

- Scholarship. Highly distinguished scholarship, recognized at international level, which will be demonstrated by:
 - o Publication and citation record.
 - o Technology transfer record: licensed patents and software, creation of spin-off companies, etc.
 - o Awards and honors (honorary degrees, honorary appointments and awards by international societies, etc.).
 - o Plenary/keynote lectures at major international conferences.
 - o Commissions of trust (editorial or board positions in international journals, advisory boards of government or academic institutions, etc.).
- Leadership:
 - o Contributions to define the Institute's international strategy and to implement the Institute's goals.
 - o Principal investigator of major research projects or research consortia funded by ERC, EU, other national or international institutions or industry.
 - o Mentoring of doctoral students and post-doctoral researchers, who currently occupy prominent positions in academia or industry.
 - o Continuous funding record.
 - o Influence on other research groups (collaborations, interdisciplinary and multidisciplinary research)

Promotion from Principal Researcher level 1 to level 2 (or from level 2 to level 3) will be evaluated every four years. The achievements during the evaluation period will be judged against the same criteria.

Necessary competences (R4)

Have consolidated the necessary and desirable competences of a Senior Researcher and be outstanding in his field.

Senior Researcher (Levels 1, 2 or 3)

Scientist with a well-established international reputation and continued professional growth and recognition.

Tenured position. Promotion from Researcher level 2 to Senior Researcher level 1 will be awarded considering the following criteria:

- Scholarship. Well-established international reputation and continued professional growth and recognition, demonstrated by:
 - o Publication and citation record.
 - o Technology transfer record: patents, software, industrial partnership.
 - o Principal investigator of research projects funded by national or international bodies or industry.
 - o Awards and honors.
 - o Invited/keynote/plenary lectures at national and international conferences.
 - o International experience and international research network.

- Leadership:
 - o Ability to develop an independent research group, with internationally recognized scientific and/or technological achievements.
 - o Funding record
 - o Advising of doctoral and master thesis.
 - o Organization of national and international conferences and workshops.
 - o Contribution to the activities and goals of IMDEA Materials Institute (research infrastructures, management, project management, coordination, elaboration of proposals, etc.)

Promotion from Senior Researcher level 2 to level 3 (or from level 1 to level 2) will be evaluated every four years. The achievements during the evaluation period will be judged against the same criteria.

Necessary competences (R4)

- Have an international reputation based on research excellence in their field
- Demonstrate critical judgment in the identification and execution of research activities
- Make a substantial contribution (breakthroughs) to their research field or spanning multiple areas
- Develop a strategic vision on the future of the research field
- Recognize the broader implications and applications of their research
- Publish and present influential papers and books, serve on workshop and conference organizing committees and deliver invited talks

Desirable competences

- To be an expert at managing and leading research projects

- To be skilled at managing and developing others
- Have a proven record in securing significant research funding / budgets / resources
- Beyond team building and collaboration, focusing on long-term team planning (e.g. career paths for the researchers and securing funding for the team positions)
- To be an excellent communicator and networker within and outside the research community [creating networks]
- To be able to create an innovative and creative environment for research
- Act as a professional development role model for others.

Researcher Level 2

Tenure-track position. Promotion from Researcher level 1 to level 2 will be evaluated after three years according to the following criteria:

- Scholarship:
 - o Publication record in peer-reviewed international journals.
 - o Technology transfer: patents, software, industrial collaboration.
 - o Participation in research projects and funding record.
 - o Scientific and/or technological objectives.
 - o Awards and honors.
- Leadership
 - o Initial development of an independent research group.
 - o Advisor of doctoral and master theses (on-going).
 - o Contribution to the activities and goals of IMDEA Materials Institute (research infrastructures, management, project management, coordination, elaboration of proposals, etc.).

Promotion to Senior Researcher level 1 with tenure will be evaluated after a maximum of five years since the initial appointment.

Necessary competences (includes previous competences of researcher level 1) (R3)

- Establish collaborative relationships with relevant industry research or development groups
- Communicate their research effectively to the research community and wider society
- Be innovative in their approach to research
- Be able to form research consortia and secure research funding / budgets / resources from research councils or industry
- Plan and manage several projects simultaneously and efficiently
- Be committed to professional development of their own career and act as mentor for others
- Contribute to the planning and allocation of resources and maintenance of equipment and installations

Researcher Level 1

Initial tenure-track position awarded according to the following criteria:

- Scholarship:

- PhD in Materials Science (or related discipline) and post-doctoral experience.
 - Publication record in peer-reviewed international journals, patents.
 - Participation in research projects and potential to attract funding.
 - Awards and honors.
- Leadership
- Potential to develop an independent research group.

Necessary competences (R3)

- Have an established reputation based on research excellence in their field
- Make a positive contribution to the development of knowledge, research and development through co-operations and collaborations
- Identify research problems and opportunities within their area of expertise
- Identify appropriate research methodologies and approaches
- Conduct research independently which advances a research agenda
- Be able to take the lead in executing collaborative research projects in cooperation with colleagues and project partners
- Publish papers as lead author, organizes workshop or conference sessions

Desirable competences:

- Understand the processes for funding and evaluation of research, engage in income generation and support funding applications led by others.

Senior Research Associate

Senior post-doctoral researchers that provide critical expertise/support to the research activities of the institute or of one or several research groups.

Fixed term position that can be renewed in so far there are funds to support the position.

The selection criteria are the following:

- Scholarship:
 - PhD in Materials Science (or related discipline) and post-doctoral experience.
 - Publication record in peer-reviewed international journals, patents.
- Leadership:
 - Contribution to the activities of the Institute and/or research groups.
 - Advising master and/or doctoral students.
 - Teaching activities as adjunct professors or through the *venia docendi*.
 - Participation in research projects as PI to support their contract

Necessary competences (includes previous competences of research associates) (R2)

- Understand the agenda of industry and other related employment sectors
- Understand the value of their research work in the context of products and services from industry and other related employment sectors

- Be able to communicate with the wider community, and with society generally, about their areas of expertise
- Be able to promote, within professional contexts, technological, social or cultural advancement in a knowledge based society
- Be able to mentor research assistants and students, helping them to be more effective and successful in their R&D trajectory.

Desirable competences

- Understand the main funding sources for their research area and elaborate funding applications

Research Associate

Fixed term position supported by a research project. The selection criteria are:

- PhD in Materials Science (or related discipline)
- Publication record in peer-reviewed international journals, patents.

Necessary competences (R2)

- Have demonstrated a systematic understanding of a field of study and mastery of research associated with that field
- Have demonstrated the ability to conceive, design, implement and adapt a substantial program of research with integrity
- Have made a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, innovation or application
- Demonstrate critical analysis, evaluation and synthesis of new and complex ideas
- Be able to communicate with their peers - be able to explain the outcome of their research and value thereof to the research community
- Take ownership for and manage own career progression, set realistic and achievable career goals, identify and develop ways to improve employability.
- Co-author papers at peer-reviewed international journals, workshops and conferences

Research Assistant

Fixed term position supported by a research project or a fellowship to carry out a PhD in the Institute. The selection criteria are:

- MEng or MSc in Materials Science and Engineering (or related discipline).
- Academic records.

Necessary competences (R1)

- Carry out research under supervision
- Have the ambition to develop knowledge of research methodologies and discipline
- Have demonstrated a good understanding of a field of study
- Have demonstrated the ability to produce data under supervision
- Be capable of critical analysis, evaluation and synthesis of new and complex ideas
- Be able to explain the outcome of research and value thereof to research colleagues
- Communicate effectively, written and orally, to different audiences both formally and informally.



Desirable competences

- Be capable to plan, prioritize and conduct research in proactive way