

Referral 9 – Human Resources

*SUPPORTING PROCESSES AND MEASUREMENT, ANALYSIS AND IMPROVEMENT*

Approach	Purpose	Bodies/Responsible Services/Organization	Documents/Most relevant evidences
<b>Recruitment and selection</b>	To ensure clear, transparent, fair recruitment, hiring and employment conditions are adopted in order to recognize the education relevance.	Rector Pro-Rector for Institutional Development and Legal Affairs Management Council Scientific Council Administrator Departments DRH DGF	<a href="#">Uab Statutes</a> <a href="#">Uab Organic Structure Regulation</a> PSQ 02 of SGQ and further documentation <a href="#">UAb Staff Chart</a> Competencies Matrices Functional Profiles <a href="#">MPV</a> Order no. 119/R/2015 of 16th December – Rectoral Office Nomination <a href="#">[1]</a> <a href="#">[2]</a> <a href="#">[3]</a>
<b>Opportunity for professional development</b>	To ensure the UAb has defined the teaching staff structure, profile and role in accordance with the MPV, using appropriate tools to grant the teaching staff profile matches with their roles and that professional development opportunities are promoted and conveyed.	Rector Scientific Council UAb Teaching Staff Performance Evaluation Council	<a href="#">MPV</a> PSQ 02 of SGQ and further documentation Order no. 119/R/2015 of 16th December – Rectoral Office Nomination Functional Profiles Competencies Matrices <a href="#">Training Plan</a> Training Report <a href="#">UAb Staff Chart</a> RADD Guidance document for the continuous training of teaching staff Guidance document for UAb new teachers training Teaching service regulation
<b>Academic activity that promotes the link between education and research</b>	To ensure academic activities that support the link between education and research are promoted	Vice-Rector for Academic Management and Interaction with Society Pro-Rector for research and development projects management Departments EaD and elearning Quality Observatory LEaD Poles of Research “FCT Infante Dom Henrique” invited professorship for atlantic island studies and globalization	<a href="#">Strategic Plan</a> <a href="#">Quality Observatory in EaD and elearning Ebook</a> <a href="#">UAb publications, for example the «Educação a Distância e elearning» collection</a> Curricular Plan of the 2º and 3º cycles <a href="#">[1]</a> <a href="#">[2]</a> Order no. 119/R/2015 of 16th December – Rectoral Office Nomination <a href="#">[1]</a> <a href="#">[2]</a> <a href="#">[3]</a> <a href="#">Order no. 149/R/2012 of 27th July - EaD and elearning Quality Observatory Creation</a> “FCT Infante Dom Henrique” invited professorship for atlantic island studies and globalization regulation <a href="#">MPV</a> Teaching Staff Evaluation System Satisfaction survey of UAb employees

<p><b>Innovation in teaching methods and use of new technologies</b></p>	<p>To ensure innovation in teaching methods and the use of new technologies is encouraged; the teaching staff is proficient in using learning technologies and methods of distance evaluation, promoting specific training activities for new employees. Procedures and technological and pedagogical support tools development to teaching/learning activities.</p>	<p>Pro-Rector for the Virtual Campus and Technological Modernization Pro-Rector for Pedagogical Innovation and Elearning MPV Assistance Nucleus SSTE</p>	<p>Order no. 119/R/2015 of 16th December – Rectoral Office Nomination <a href="#">[1]</a> <a href="#">[2]</a> <a href="#">[3]</a> <a href="#">Order no. 20/R/2015 of 4th March – Work Group for MPV Development Creation</a> <a href="#">Order no. 02/PR/GB/2016 of 03rd November - MPV Assistance Nucleus Creation</a> Order no. 152/R/2018 - Support office for Innovation and Pedagogical Development creation PSQ 02 of SGQ <a href="#">MPV</a> <a href="#">Training Plan</a> <a href="#">Virtual Campus</a> Continuous evaluation procedures Training courses for teachers and tutors Platform Areas apoio/help-docentesonline-sste</p>
<p><b>Human resources competences</b></p>	<p>To ensure standards and procedures are in place for the information collection and processing on competencies and results of the teaching and non-teaching staff work, having in mind the performance evaluation, training, promotion and recognition of merit.</p>	<p>Pro-Rector for Institutional Development and Legal Affairs Administrator DRH Evaluation Coordinating Council UAb Teaching Staff Performance Evaluation Council Organic Units</p>	<p>Order no. 119/R/2015 of 16th December – Rectoral Office Nomination <a href="#">[1]</a> <a href="#">[2]</a> <a href="#">[3]</a> PSQ 02 of SGQ and further documentation <a href="#">UAb Staff Chart</a> Competencies Matrices Functional Profiles Evaluation Coordinating Council Internal Regulation Teaching Staff Performance Evaluation Regulation CCA Resolutions and Technical Guidelines</p>
<p><b>Improving human resources performance</b></p>	<p>To ensure procedures are defined and implemented in order to regulate and guarantee decision-making, implementation and follow-up processes related to performance evaluation, training, promotion and recognition of merit, to assure the teaching staff is coordinated effectively and the teacher/student relationship avoids the possibility of work overload of work for teachers and tutors.</p>	<p>Pro-Rector for Institutional Development and Legal Affairs Administrator DRH Evaluation Coordinating Council UAb Teaching Staff Performance Evaluation Council Organic Units</p>	<p>PSQ 02 of SGQ <a href="#">MPV</a> Evaluation coordinating council internal regulation Teaching Staff Performance Evaluation Regulation Teaching Staff Performance Evaluation System SIADAP CCA Resolutions and Technical Guidelines Order 70/R/2017 – <a href="#">Tutoring regulation</a> Order 71/R/2017 – Tutors Hiring Regulation Order 82/R/2015 – UAb course coordinator competencies regulation Teaching Staff Activity Regulation</p>