



Faculty Regulations

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Faculty Regulations

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These Regulations are approved in the exercise of the right to university autonomy, and the power of management included in the Workers' Statute and other regulations in force.

The recruitment and training of faculty members are vital to ensure that the University performs its duties. They constitute the most important administrative task for department management committees, boards of management and the Office of the Executive Council.

I. GENERAL PRINCIPLES

1. Definitions

1.1. The following definitions will apply for the purpose of these Regulations:

- a) "Inclusion": access for the first time to the academic career of the faculty of the University of Navarra.
- b) "Appointment": act that determines the position or title of the faculty member and is the responsibility of the University president or, if delegated, the school's board of management.
- c) "Academic appointment": each of the academic positions held by faculty members, which usually coincide with job categories in the professional classification system.
- d) "Renewal of the appointment of assistant professors": an act that makes it possible to continue the professional development of trainee faculty members, which is the responsibility of the Office of the Executive Council.
- e) "Permanent faculty member": full professors (*profesores titulares*) and distinguished professors (*catedráticos*).
- f) "Recognition of merits": successive stages of professional development in the positions of full professor and distinguished professor, based on their academic contribution, and implemented in accordance with the provisions of these Regulations.

- g) "Faculty promotion": promotion in the faculty member's career that involves a higher academic appointment.
- h) "Teaching need": set of teaching activities and subjects in sufficient volume to be determined in the annual curriculum regulated in Appendix III of these Regulations.
- i) "Mentoring": process of personal guidance and counseling of students by a mentor.
- j) "Department": organizational unit within a center that groups people and means for the exercise of teaching and research in the field of one or more areas of knowledge.
- k) "Board of management": a center's governing management body, made up of at least a dean or director, an associate dean or deputy director, a director of development and a manager.
- l) "Department management committee": a department's governing management body, which is made up of at least a director, a deputy director and a secretary.
- m) "Services": structures composed of teams of professionals in charge of performing and managing the different duties inherent to overall operations of the University.
- n) "Management and service activities": duties related to the organization of university activities assigned to faculty members for a specific period of time, including governance positions and other responsibilities.
- o) "Technical, management and administrative and service personnel": persons who, in accordance with the collective bargaining agreement, perform operational, organizational and support tasks for teaching and research.

1.2. The use of terms such as professor and distinguished professor refers to both men and women.

2. Terms and Conditions

2.1. The inclusion and promotion of new faculty members involves a careful selection process to ensure that candidates meet the necessary conditions in terms of skills and academic vocation and can further develop in the future.

2.2. The necessary conditions are understood to include suitable capacity for the corresponding academic appointment, teaching and research quality, and the willingness to loyally perform management and service activities.

2.3. The University expects an attitude of constant improvement in performance from its faculty members.

3. Identity

In order to carry out its educational project, the University of Navarra, as a Christian-inspired institution, expects its faculty members to freely assume the commitment to live the purposes of the University and transmit, in the performance of their duties, its identity, mission and values as expressed in its *Statement of Core Values*.

4. Freedom

The University recognizes and guarantees the academic freedom of faculty members and expects due loyalty from them, which is manifested in teaching and research as well as in their mentoring and performance of their management and service activities.

5. Respect and Coexistence

5.1. Within the University, care should be taken to avoid using teaching duties for political or partisan purposes.

5.2. In activities conducted outside the university setting, faculty members will always strive to make it clear that they do not in any way represent the University or act as its spokesperson.

6. Continuing Education

6.1. Faculty members require continuing education to improve their teaching and research performance. The centers, departments and services will promote continuing education courses in a range of fields, including institutional, humanistic, scientific, methodological and educational programs.

6.2. Experience and quality in the performance of teaching and research activities, continuous training and carrying out management activities will constitute evaluable merits in the promotion and recognition of merits.

7. Regulatory Framework

The faculty members of the University of Navarra are governed by the provisions of their contractual documents and the current general and collective legal provisions that may be applicable to them, as well as the provisions that may be adopted by the academic authorities within the scope of their competence.

8. Principle of Equality

8.1. The university promotes the principle of equal treatment of men and women, avoids all direct and indirect discrimination on the grounds of gender, and uses its work-life balance policies to provide suitable attention in situations stemming from family commitments.

8.2. As an institution with a family-responsible culture, the University takes the necessary measures to help employees pursue work-life balance, and to achieve equal opportunities in the professional development of women and men, in their duties related to teaching, research and governance and in their salaries.

8.3. Efforts are made to ensure that there is a balance in the participation of women and men in the area of decision-making in recruitment and assessment bodies and at all levels of governance duties.

9. Principle of Nondiscrimination and Support for Disabilities.

- 9.1. The University rejects any direct or indirect discrimination of individuals.
- 9.2. The University understands that people with any kind of disability in their physical, mental or sensory faculties should have, based on their inherent dignity, the same opportunities for their personal fulfillment and social integration. Similarly, members of teaching and research staff with any type of disability will receive the necessary support to undertake their duties. Therefore, the necessary counseling will be provided to effectively support students with any type of disability.

II. THE FACULTY

10. Distinguished Professors

- 10.1. Distinguished professors are PhDs with full teaching and research abilities who occupy the most senior faculty rank at the University. They must be distinguished for having developed a significant research and teaching activity, and have the capacity to promote academic activity in their environment.
- 10.2. To assume this position, they must have taught for a minimum of 10 academic years after obtaining their PhD and must have conducted highly regarded research work.
- 10.3. The appointment of distinguished professors is governed by the provisions of Title III of these Regulations.

11. Full Professors

- 11.1. Full professors are PhDs who carry out their academic duties with full teaching and research abilities. They are expected to achieve the academic qualifications required for appointment as distinguished professors.
- 11.2. In order to promote the internationalization of the activity of full professors, access to this academic appointment requires relevant international experience. In general, relevant international experience is understood to exist when predoctoral or postdoctoral research stays of at least 12 months in total have been carried out in one or more foreign centers of recognized prestige in the candidate's area of expertise. This requirement will be considered fulfilled when professors come from a foreign university or research center of international prestige where they have carried out their research.
- 11.3. The appointment of full professors is governed by the provisions of Title III of these Regulations.

12. Assistant Professors

- 12.1. Assistant professors (*profesores ayudantes doctores*) are PhDs who are new to teaching and are completing their research training at the University of Navarra. During their time as trainee faculty members, it is hoped that they will become eligible for promotion as permanent faculty members at the University of Navarra. To this end, they will be provided with the necessary teacher training, as well as the assistance and monitoring established.

12.2. Assistant professors may be trainee professors for a maximum of six years. However, in view of their specific circumstances and as an exception, their term may be extended for a maximum of one or two more years. In all cases, this period will not include breaks for maternity or paternity leave, similar legally protected situations, or long-term temporary disability leave.

12.3. The appointment of assistant professors is governed by the provisions of Title III of these Regulations.

13. Other Teaching Appointments

The University also relies on the collaboration of different professionals based on their activity and area of knowledge. Their collaboration involves the following positions:

13.1. Collaborating professors: these are professionals who work as researchers or as technical, management and administrative and service personnel at the University and its research centers, as well as professionals in medicine, nursing and other healthcare fields who belong to the staff of the Clínica Universidad de Navarra, who receive teaching assignments as part of the duties of their job. They may be the coordinators of specific subjects. Their appointment requires a PhD. They are governed by their specific regulations.

13.2. Adjunct professors: these are people with considerable professional experience and renown who are included to cover specific teaching needs and carry out work in line with their degree and professional experience in accordance with the internal regulations governing this position. In order to understand that the requirement of relevant professional practice and recognized prestige is met, it will be necessary for them to perform an outstanding activity in their area.

13.3. Language teachers: they provide teaching and, as applicable, research duties in their field at the Instituto de Idiomas and the Instituto de Lengua y Cultura Españolas. They are governed by their specific regulations.

13.4. Teaching collaborators: are people with employment ties to the University of Navarra who help with teaching. They are governed by their specific regulations.

14. Special Collaborations

The University also relies on the collaboration of professionals of recognized prestige and extensive practical experience who can contribute their knowledge for the benefit of the university community. Their collaboration involves the following positions:

14.1. Emeritus professors: those eligible for appointment to this category include retired distinguished and full professors with outstanding professional prestige who have provided the University of Navarra with exceptional service and are in a position to continue collaborating with the University. They are governed by their own regulations.

14.2. Visiting professors: these are faculty members from other universities and scientific institutions, generally from abroad, who temporarily take on teaching duties in line with the academic category they hold at their center of origin.

- 14.3. Guest professors: these are faculty members who bring their practical experience and participate in the University's teaching duties. They are governed by their own regulations.
- 14.4. Associate clinical professors: these are professionals in medicine, nursing and other healthcare fields who collaborate on the teaching of biosanitary degrees.
- 14.5. Associate professors on internships from educational centers: they are teachers at different non-university levels who collaborate on practical teaching.

III. CRITERIA FOR INCLUSION AND PROMOTION OF DISTINGUISHED PROFESSORS AND FULL PROFESSORS

15. Requirements

Inclusion and promotion of faculty members requires the existence of a teaching need and the candidate's commitment, as well as having the necessary qualifications for the position in question. A positive assessment from an external body is also required.

16. Procedure

Appointments are made by the President based on a favorable report from the executive council of the governing board following a proposal from the center's board of management and based on a request from the corresponding department management committee.

17. Start

The board of management's proposal must include its own assessment, the reasoned request of the department management committee, the evaluation or accreditation document issued by the corresponding external body, and the definition of the teaching need.

18. External Assessment

For proposals for appointments to positions of distinguished professors and full professors, a positive assessment must have been obtained, although this is not sufficient in itself. The assessment involves:

- 18.1. For appointment as distinguished professor: belonging to the body of university professors or having obtained the accreditation or certification issued by a public or private organization of recognized prestige evaluating the quality of research and teaching required for access to this academic appointment.
- 18.2. For appointments as full professor, candidates must belong to the body of full university professors or have obtained the accreditation or certification issued by a public or private organization of recognized prestige that assesses the quality of research and teaching required to access this academic position.

19. Proposal

After a reasoned request from the department management committee, the proposal of the center's board of management must address the following points based on sound reasoning.

19.1. For inclusion:

- a) Teaching: accredited experience and quality, participation in innovative teaching projects and groups, ability to teach in other languages and other relevant points.
- b) Research: quality and relevance of publications; management of and participation in competitive projects, supervision of master's theses and doctoral dissertations, officially recognized lines of research, stays at relevant research centers, collaboration with national and international organizations, formal research agreements and contracts, and activities involving innovation, knowledge transfer and dissemination of scientific results, as well as other merits.
- c) Management and service activities: organization and quality, as well as their ability to fill positions.
- d) Corporate culture: ability to assume and transmit the mission and values of the University.
- e) Other relevant merits.
- f) For faculty members with experience in healthcare activities: assessment of the quality of their work based on the report issued by the organization where they provide their services.

19.2. For promotion:

- a) Teaching: accredited experience and quality, participation in projects and groups of innovative teaching, training and leadership for teachers, the ability to teach in other languages and other relevant features. In order to accredit the quality of teaching in accordance with the procedure established by the University, obtaining a positive assessment covering at least three of the previous six academic years is required. This accreditation cannot have been used for promotion or recognition of previous merits.
- b) Research: quality and relevance of publications, management of and participation in competitive projects and calls from the University of Navarra, supervision of master's theses and doctoral dissertations, officially recognized lines of research, stays at relevant research centers, collaboration with other national and international centers and organizations, formal research agreements and contracts, and activities involving innovation, knowledge transfer and dissemination of scientific results, as well as other merits.
- c) Student mentoring: number, quality and continuity of interviews in the previous six academic years, as well as the training to carry them out.
- d) Management and service activities: organization and quality, and willingness to assume responsibilities.

- e) Corporate culture: ability to assume and transmit the mission and values of the University.
- f) Other relevant merits.
- g) For faculty members with experience in healthcare activities: assessment of the quality of their work based, as applicable, on the report issued by the organization where they provide their services.

20. Congruence

In their proposals, the boards of management will take into account the stage of the faculty member's academic career in order to consider the merits to be expected in each case.

21. Validity

Faculty appointments will take effect on September 1 of the following academic year.

IV. RECOGNITION OF ACADEMIC MERITS

22. Goal and Purpose

22.1. In order to encourage improvement in the activity of faculty members, a distinction is made between the professional development stages of full professors and distinguished professors, depending on their academic contribution.

22.2. Academic contribution will be based on the verification of effective attainment of the qualities and conditions expected from full professors and distinguished professors, as applicable. In particular, for these purposes, it is necessary to have taught extensively and that teaching is distinguished for its quality, to have managed doctoral research and to have participated in competitive research projects in accordance with the stage in their career, as well as to be able to promote research in their environment. When proposing the recognition of merit, the board of management will provide a justification stating its grounds for such recognition.

23. Number

23.1. In the case of full professors, three stages of merit recognition are established. In the case of distinguished professors, this number is not limited.

23.2. The recognition of merits will involve a salary increase in the amount to be determined.

24. Requirements

24.1. Full professors and distinguished professors may apply for merit recognition when they are in the sixth academic year of each stage or since their appointment to these positions.

24.2. After completing the 10-year term provided for in Article 10.2, full professors may apply for promotion to distinguished professor when they reach the sixth academic year since

their appointment. In such cases, the stipulations in Title III of these Regulations will be followed.

25. Procedure

- 25.1. Full professors and distinguished professors aspiring to merit recognition must submit their application to the department management committee, accompanied by a self-assessment in which they highlight their relevant contributions in teaching and research, as described in Article 22.
- 25.2. The department management committee will assess the request and issue a reasoned report on the appropriateness of the recognition, which, together with the faculty member's self-assessment, will be sent to the board of management.
- 25.3. If the board of management is of the opinion that sufficient requirements for the recognition of merits are met, it will send a reasoned proposal to the Office of the Executive Council that must expressly refer to how faculty members have carried out a significant research and teaching activity, as well as their capacity to promote academic activity in their environment, in accordance with the provisions of Article 22.
- 25.4. The Office of the Executive Council will decide on the recognition of merits. If the final result is negative, the faculty member may submit a new request in two years' time and include new merits.
- 25.5. In addition to the qualities and conditions indicated, the assessment of merits in this procedure will be based on the following points:
 - a) Teaching quality: report based on obtaining a favorable assessment in accordance with the established procedure covering at least three of the previous six academic years.
 - b) Research: a report based on the achievement of an officially recognized research line covering at least one of the last six years.
 - c) Mentoring: report based on the number, quality and continuity of interviews in the previous six academic years, as well as on the training to carry them out.
 - d) Management and service activities: assessment of fulfillment of the goals of assigned tasks.
 - e) Corporate culture: information on the capacity to assume and transmit the mission and values of the University.
 - f) Healthcare activity, as applicable: report from the center or organization in which the faculty member provides their services.
 - g) Other relevant merits.

V. CRITERIA FOR APPOINTING TRAINEE FACULTY MEMBERS

26. Trainee Faculty Members

26.1. Appointment as assistant professor requires the existence of a teaching need and the candidate's compliance with the conditions required to start an academic career.

26.2. While they hold this position of trainee faculty members, a progressive improvement in their academic activity must be observed for them to continue on the path to promotion.

27. Procedure

27.1. The President is responsible for the appointment of assistant professors at the proposal of the board of management, following a reasoned report from the corresponding department management committee.

27.2. The board of management will submit to the Office of the Executive Council its reasoned proposal, which must include the report issued by the department on the candidate's qualifications for an academic career.

28. Appointment

28.1. The appointment of assistant professors may be made at any time during the year when the requirements for this position have been met.

28.2. In view of the board of management's proposal, reappointment will occur on an annual basis, effective September 1.

29. Assessment

29.1. Before October 1 each year, the board of management will send the Office of the Executive Council an individual performance report, on which faculty members' continuity as assistant professors will depend, as well as their promotion.

29.2. This individual report will include the following points:

- a) Teaching: volume, assessment of its quality and the training received for this teaching.
- b) Research: quantitative and qualitative productivity.
- c) Student mentoring: number and continuity of interviews and the training to carry them out.
- d) Management and service activities: commitment and quality in their performance.
- e) Corporate culture: capacity to assume and transmit the values of the University.

VI. ACCESS TO OTHER FACULTY POSITIONS

30. Appointment

- 30.1. For the appointment of the faculty members provided for in Articles 13 and 14, with the exception of emeritus professors, the existence of a teaching need is required and, in all cases, the candidate must have the necessary conditions for the position in question.
- 30.2. Unless delegated to the center's board of management, the appointment will be made by the President.
- 30.3. It is the responsibility of the board of management to verify that the conditions for appointment are met and that faculty members possess the necessary qualities, as well as to assess their suitable performance, which includes the ability to assume and transmit the mission and values of the University.
- 30.4. In all matters not provided for in these Regulations, the procedure will be the one established in the specific regulations, as applicable.

VII. INCLUSIONS AS DISTINGUISHED PROFESSORS AND FULL PROFESSORS FROM OTHER UNIVERSITY SYSTEMS

31. International Dimension

- 31.1. The University's international dimension involves a need to recruit foreign faculty members of renowned prestige or who have the ability to achieve such renown from other university systems, who may be included to fill different existing positions.
- 31.2. These inclusions will be preceded by temporary stays, which may make it advisable to appoint candidates as visiting professors before appointing them to a position in the University.

32. Faculty Members from the European Union

- 32.1. Faculty members from universities in other member states of the European Union who have reached a position equivalent to that of full professor or distinguished professor may be appointed to the corresponding position when they have obtained the certification of equivalence issued by the official Spanish assessment body.
- 32.2. It will also be possible to appoint them if they have the corresponding Spanish accreditation.
- 32.3. In the absence of equivalence certification or official Spanish accreditation, faculty members may be appointed as adjunct professors in order to obtain the corresponding accreditation within a reasonable period of time.
- 32.4. The proposal and assessment will be carried out in accordance with the provisions of Title III.

33. Faculty Members from Other Countries

- 33.1. In addition to the cases described in Article 32, faculty members from universities in other countries who have reached a position equivalent to that of distinguished

professor or full professor may be appointed to the corresponding position when they have obtained official Spanish accreditation.

33.2. In the absence of such official Spanish accreditation, faculty members may be appointed as adjunct professors in order to obtain the corresponding accreditation within a reasonable period of time.

33.3. The proposal and assessment will be carried out in accordance with the provisions of Title III.

34. Alternative Procedure

34.1. As an exception, when circumstances require it, the procedure described in Articles 32 and 33 may be replaced with an assessment of the candidate's résumé by a committee made up of three university faculty members from related areas with positions in a category equivalent to or higher than the category the candidate is applying for. Two of the faculty members will be from a university other than the University of Navarra.

34.2. For this assessment, the following points will be taken into account:

- a) Teaching: experience and accredited quality, participation in teaching innovation projects or groups, and other relevant points.
- b) Research: quality and relevance of publications; management of and participation in competitive projects, supervision of master's theses and doctoral dissertations, official recognition of their activity, stays at relevant research centers, collaboration with other national and international organizations, formal research agreements and contracts, activities involving innovation, knowledge transfer and dissemination of scientific results, as well as other merits.
- c) Management and service activities: organization, quality and willingness to assume responsibilities.
- d) Corporate culture: ability to assume and transmit the mission and values of the University.
- e) Other relevant merits.
- f) For faculty members with experience in healthcare activities: assessment of the quality of their work based, as applicable, on the report issued by the organization where they provide their services.

35. Congruence

When hiring faculty members from countries where the Spanish systems is not in use, the special features of the other country's system will be taken into account, along with the possibility of adaptation and development in accordance with these University of Navarra Regulations.

VIII.FINAL PROVISIONS

36. Validity

This document replaces the University of Navarra Faculty Regulations dated September 2011.

37. Scope

This document applies to faculty members at the University's centers except for IESE Business School.

38. Deadlines

In order to comply with Articles 21 and 28.2, proposals for appointments and promotions must be submitted to the Office of the Executive Council before June 1.

39. Exceptional Situations

The procedure provided for in Article 34 may be initiated, on an exceptional basis, for full professors who have at least 12 years of seniority in this position and, in the opinion of the department management committee, after having heard the faculty member, that circumstances justify it.

40. Entry into Force

These Regulations will take effect starting on September 1, 2025.



Appendix I. Temporary Circumstances

1. Scope of Application
 - 1.1. These Regulations are applicable to University of Navarra faculty members. Those who have been appointed as permanent professors in accordance with previous University of Navarra Regulations may continue in this situation as long as they wish. In this case, they may obtain officially recognized research periods and the assessment of their teaching activity, but the provisions of Titles III and IV of these Regulations for the promotion and recognition of merits will not apply to them.
 - 1.2. Faculty members who opt for the promotion and merit recognition system provided for in Titles III and IV of these Regulations may do so once the necessary requirements are met for the corresponding appointment and the procedure established for each case is followed.
2. Trainee Faculty Members
 - 2.1. Trainee faculty members appointed before these Regulations entered into force will have the maximum time periods provided for in the 2011 Regulations for promotions.
 - 2.2. Trainee faculty members who, at the time of the entry into force of these Regulations, have been assessed or accredited as associate professors (*profesores contratados doctores*) may accept this appointment, provided they meet the other requirements, terms and conditions established in the 2011 Regulations. For the purposes of this appointment, the years spent as a trainee faculty member will be taken into account.
 - 2.3. Trainee faculty members who at the time of the entry into force of these Regulations, have not been assessed or accredited as associate professors will be appointed, as applicable, as assistant professors. In this case, the years spent as a trainee faculty member will be taken into account.
3. Promotions to Full Professor
 - 3.1. Associate professors may opt for promotion to full professors in accordance with the procedure established in Title III.
 - 3.2. Trainee faculty members who obtain accreditation as full professors without having previously been appointed as associate professors may be appointed as full professors in accordance with the provisions of Title III, taking into account the number of years since their inclusion in the University and provided they meet the other requirements.
4. Recognition of Academic Merits of Faculty Members
 - 4.1. The merit recognition system provided for in Title IV of these Regulations replaces the system based on stages defined in the previous Regulations.
 - 4.2. The merit recognition stages that full professors and distinguished professors had obtained in accordance with the 2011 Regulations will be maintained and considered as stages for the purposes of the new system.
 - 4.3. It will not be possible to apply the 2025 Regulations retroactively to previously obtained stages.

4.4. In order to request the recognition of a new stage, the years elapsed since the last stage recognized in each position may be taken into account.

5. Other Situations

For other situations that may arise and are not provided for in this Appendix, the provisions herein will apply by analogous enforcement.



Appendix II. Faculty Time Commitments

1. Content

The academic activity of faculty members includes performing tasks in the areas of teaching, research, administration and service.

2. Organizational Systems

- 2.1. Faculty members may work full-time or part-time. The full-time workday may be either exclusive, full or preferential.
- 2.2. The exclusive working day implies a maximum of 1,615 effective working hours per year, not counting holidays or vacations, which correspond to an average of 37.5 hours per week.
- 2.3. The full or preferential working day implies a maximum of 1,290 effective working hours per year, not counting holidays or vacations, which correspond to an average of 30 hours per week.
- 2.4. Any working day less than the above will be considered part-time, with the commitment established in each case.
- 2.5. Since living together on campus between faculty members and students is an essential part of academic activity and the university experience, this commitment will be carried out in the University facilities unless otherwise provided for.

3. Distribution

- 3.1. As a general rule, the duties of faculty members are distributed according to the following percentages:
 - a) 40% on teaching and mentoring.
 - b) 5% on research.
 - c) 10% on management and service activities.
- 3.2. Trainee faculty members may be assigned fewer teaching hours in order to increase the time they spend doing research.

4. Commitment to Teaching

Notwithstanding the mutual relationship with research, the commitment to teaching includes the following activities, among others:

- a) Teaching and coordination of subjects, including preparation of materials and coordination with other subjects.
- b) Supervision and tutoring of doctoral dissertations.
- c) Clinical placements, clinical mentoring, supervision of research stays, field trips, visits to construction sites, visits to workplaces and similar activities that mainly focus on students' practical experience.
- d) Holding mentoring interviews with students, as well as the training to carry them out.

- e) Supervising final year projects and master's thesis projects.
- f) Participation in projects and groups on innovative teaching.
- g) Assessment, correction of assignments, exam reviews.

5. Commitment to Research

Basic and applied research must always be for the benefit of teaching as a way of transferring knowledge to society and fostering innovation and development. Research activity will include the following:

- a) Supervision and tutoring of doctoral dissertations.
- b) Preparation of studies, artistic creations and scientific publications.
- c) Management of and participation in projects and contracts.
- d) Leadership and relevant participation in research teams, groups and networks.
- e) Scientific contributions at conferences.
- f) Actions aimed at knowledge transfer.
- g) Coordination of and participation on scientific committees, assessment committees or panels of official agencies assessing teaching and research activities.
- h) Actions aimed at obtaining patents and transfer to the production industry.
- i) Academic publishing.

6. Management and Service Activities

As part of their commitment and in accordance with their circumstances, faculty members will take on tasks related to the management of teaching and research for a specific period of time, including governance positions and other assigned responsibilities.

7. Adaptations

- 7.1. In order to adequately fulfill the responsibilities inherent to their respective appointments, those holding governance positions may justify changes in the distribution percentages of their duties.
- 7.2. These adaptations to prioritize other duties of faculty members will be made in the percentages indicated below.
 - a) President: up to 100%.
 - b) Vice presidents, deans and directors of centers: up to 50%.
 - c) Associate deans, deputy directors of centers and directors of institutes: up to 30%.
 - d) Department directors and directors of the Doctoral School: up to 30%.
 - e) Other members of department management committees: up to 15%.
- 7.3. The duties of faculty members may also be adapted in cases similar to the above.
- 7.4. The circumstances of faculty members who hold governance positions for several years (at least three) will be duly taken into account when their activity is assessed.

8. Curriculum

The curriculum of each center, approved in accordance with the procedure set forth in Appendix III, will specify the teaching activities, as well as the management and service activities to be carried out by faculty members in each academic year.

9. Other Adaptations

- 9.1. Regarding the necessary teaching and research profile of faculty members and the percentages of distribution of their duties mentioned in Article 3 of this Appendix, when there are reasons that justify it, faculty members may temporarily spend more time on research or teaching, provided that the center's board of management, after having heard the faculty member, agrees to it.
 - 9.2. The percentage of commitment to research provided for in Article 3 of this Appendix may be increased in the case of faculty members who work intensely as part of a research center or institute of the University or one in which the University has a share. In this case, any percentage of commitment to research over 50% must be financed by the center or institute.
 - 9.3. In order to include research and teaching with healthcare activities, and as long as they are carried out at the University of Navarra, the percentages of commitment to each faculty member's duties and, as applicable, the time periods foreseen, may be reasonably adapted.
 - 9.4. The adaptations provided for in this article will be reflected in curricula and may be relevant to promotion procedures.
10. Compatibility
- 10.1. With the understanding that the amount of time expected from faculty members limits their availability, the exclusive working day implies the incompatibility of carrying out any type of professional activity outside the University unless expressly authorized in writing by the board of management.
 - 10.2. This rule applies even if their time commitment to such activities does not imply noncompliance of the obligations inherent to their commitment terms.
 - 10.3. Activity outside the University may not be authorized when it generates a conflict of interest. It is understood that there is a conflict of interest in the case of the direct or indirect provision of services on faculty members' own account or on behalf of others in organizations that carry out activities coinciding with those carried out by the University and its centers, and in the case of activities that involve the non-consensual use or exploitation of the knowledge generated in the University and its centers that is or may be protected under the current legislation on industrial or intellectual property.
 - 10.4. The payment management system approved by the Office of the Executive Council will be applicable to professional activity involving knowledge transfer of research. For these purposes, knowledge transfer is understood to mean any economic activity or the provision of paid services related to the research carried out by the faculty member, as well as any other activity that increases the profitability of the University's intellectual or industrial property.
 - 10.5. Authorization will not be necessary to assume sporadic assignments such as participation on committees and in courts, project assessments, publishing reviews and similar assignments that may be received from other universities or institutions. The department management committee may collect the information on these activities it deems appropriate.
11. Knowledge Transfer
- 11.1. As part of their academic activity, the centers will encourage research activity that contributes to the transfer of knowledge and generates a positive impact for the University.
 - 11.2. Although it is desirable when faculty members lead research projects, when they spend part of their time commitment on research projects unrelated to the University of Navarra, they must seek express approval from the center's board of management in each case.
12. Exceptional Sabbaticals
- 12.1. Distinguished professors and full professors working on a full-time basis, whether exclusively or full and with at least 10 academic years' experience in one of these positions, may request a sabbatical for one year (i.e., an academic year without teaching obligations) to work on research or a specific academic project.

- 12.2. Faculty members who have been entrusted with governance responsibilities as members of the boards of management of centers or the Office of the Executive Council may also apply for a sabbatical for one academic year. In such cases, the sabbatical may be for one semester per each three-year period.
 - 12.3. There must be at least seven academic years between one sabbatical and the next.
13. Processing Sabbaticals
- 13.1. The request, accompanied by the work plan and a request for external assistance, as applicable, will be sent to the corresponding department management committee.
 - 13.2. The department management committee will submit, as applicable, its reasoned proposal to the center's board of management, which will decide on its resolution. The decision will be based on the interest of the project presented for the faculty member and the University. The proposal will include the manner in which the duties being performed by faculty member during the sabbatical are to be suitably covered, which will also be reflected in the curriculum.
 - 13.3. Faculty members applying for a sabbatical will seek external or internal funding to cover the costs incurred during the sabbatical.
 - 13.4. When faculty members' sabbatical involves an increase in the center's budget, the board of management must seek authorization from the Office of the Executive Council. The Office of the Executive Council will decide based on budget availability.
 - 13.5. Faculty members who take a sabbatical must submit a final report to their center on the work they have carried out.



Appendix III. Curriculum

1. Purpose

It is the responsibility of centers' department management committees, the board of management and the Office of the Executive Council to guide and direct the teaching activity of faculty members so they can achieve the goals inherent to each university degree and address the University's other academic needs.

2. The Beginning

To facilitate this task, each academic year, the department management committees will send the corresponding board of management the data necessary to prepare the center's curriculum.

3. Draft Curriculum

3.1. The curriculum reflects the study options offered by each center for the following academic year. It must include sufficient information to understand the characteristics of degrees so that the teaching project of each center and its different points can be assessed.

3.2. When preparing their proposal, the boards of management and department management committees will try to enunciate the specifics of the teaching model of the degree or the center in order to bring the actual time commitment of faculty members closer to the provisions of these Regulations in such a way that respects the research activity and the other duties of faculty members.

3.3. Potential and actual inclusions, promotions and recognitions of merits of faculty members in the curriculum will not affect their actual appointment by the Office of the Executive Council, but will be subject to fulfillment of the requirements and procedures anticipated in each case.

4. Approval

In view of the proposals received, the Office of the Executive Council will approve the curriculum for each center.

5. Monitoring

It is the responsibility of the boards of management, in collaboration with the department management committees, to comply with the curriculum approved by the Office of the Executive Council.