

# Academic Dedication Plan (PDA) for the teaching staff of the University of Lleida



December 14, 2022

*It replaces section 5 "UdL faculty dedication plan" defined in the document "Academic personnel policy of the University of Lleida 2012/2020). Document approved by agreement 37/2021 of the Governing Council of 19 / 02/2021, modified by the agreement 297/2021 of the Governing Council of 14/12/2021, and by the agreement 371/2022 of the Governing Council of 14/12/2022.*



## 1. PDA of the UdL teaching staff of the academic year t/t+1 1

The **teaching dedication of the UdL teaching staff** during the academic year t/t+1 will be given by the **criteria** established in this document. **The edition of the PDA** will always be referenced to December 31 of the year t-1, and the result will provide the teaching dedication of each teacher for the academic year t/t+1 (**application course**).

In accordance with *Royal Decree-law 14/2012*, the University of Lleida establishes the following teaching assignments for its **FULL-TIME TEACHERS 2:**

**Point 1.** In general, full-time teaching staff who have a **research or transfer<sup>3</sup> live<sup>4</sup>** section must teach a total of **24 ECTS**.

**Point 2.** Full-time **doctoral** teaching staff who **do not have a research or transfer section or who do not have a live research or transfer section** must teach a total of **32 ECTS in each course**.

**Point 3. Non-doctoral** teaching staff with a full-time dedication regime and who **do not have any research or transfer section or who do not have a live research or transfer section** will have to teach a total of **36 ECTS in each course**.

However, this teaching **dedication may vary according to the following points:**

**Point 4.** Full-time teaching staff who meet one of the following criteria:

- **University professor, University holder or equivalent working figures with three or more research or transfer sections** and who has the last **section alive**.
- **Permanent teacher with 5 or more sections of research or transfer**.

will be able to reduce his **teaching dedication to 19 ECTS** (in application of the *"Note on the dedication regiment of university professors"* issued by the *Secretary of State for Education, Professional Training and Universities*, on 07/02/2012, which establishes the university's autonomy to modify the teaching dedication limits of its PDI according to the needs of the university).

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1 Where t indicates 'the current year', t+1 'the subsequent year' and t-1 'the previous year'.

2 It will not apply to research staff (predoctoral and postdoctoral researchers) given their specificities, particularities and limitations in terms of teaching.

3 The research or transfer sections may not be counted twice if the recognized years overlap. On the date of approval of this regulation, the Generalitat de Catalunya has not regulated the transfer sections for working teachers.

In the event that the Generalitat de Catalunya regulates these transfer sections for working teachers, the PDA will calculate these sections for working teachers in accordance with the terms regulated by the government itself.

4 It considers a section to be alive until another can be requested. A live section must be recognized before December 31 of year t-1. That is to say, for example, the PDA for the 2021-22 academic year will take into account the sections recognized until December 2020.



**Point 5.** Full-time teaching staff with **two periods of research or transfer** and who have the last **period alive**, may reduce their teaching hours to **22 ECTS**.

**Point 6. Lecturers** must teach a maximum of **21 ECTS**.

**Point 7.** Full-time teaching staff with two, three or four positive evaluations of research or transfer sections and **who loses the research or transfer section in year t-1, will have a teaching dedication of 27 ECTS** during the two years following the loss of the section.

**Point 8.** The teaching dedication of the **TEACHERS LINKED WITH ASSISTANCE DEDICATION AND THE PERMANENT PART-TIME TEACHER** will be as follows:

- **14 ECTS:** If you meet one of the following requirements:
  - o **University Professor, University Holder or equivalent working figures** with **three or more research or transfer sections** and who has the last **section alive**.
  - o Professors/res with **5 or more sections of research or transfer**.
- **16 ECTS:** In the event that you do not meet the previous conditions and that you are a **doctor** and that you have the **last leg of research or live transfer**.
- **18 ECTS:** If none of the previous conditions are met.

**Point 9.** The **teaching staff who have been on sick leave**<sup>5</sup> between 6 and 14 months from the date on which they obtained the last research or transfer section and **lose the research or transfer section, will have an additional year of margin for be able to reach the next section**.

In the calculation of the 6 and 14 months, only those absences of more than 3 months will be taken into account (it is considered that absences of less than 3 months should not generate a disconnection of the teaching staff from the research activity). In the event that he has been on leave for a period of more than 14 months, he will have two additional years to be able to reach a new stage.

**During this additional time, he will remain with the same teaching dedication that he had been assigned during the last year with live section.** The teaching staff who fulfill these conditions will have to communicate this to the vice-rector of teaching through the email: [vp.pda@udl.cat](mailto:vp.pda@udl.cat).

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**Point 10.** Faculty who are **Principal Investigators (PI) or Co-IPs of competitive research projects** with external funding may have the ECTS reduction in accordance with the relationships shown in Table 1. Reductions **for coordination and PI of the same project are not cumulative**. These discounts or reductions will be taken into account for projects that are being executed on December 31 of the year t-1.

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<sup>5</sup> The teaching staff who have enjoyed a maternity leave, either for biological maternity, gestation by substitution, adoption and/or legal custody for the purpose of adoption or fostering, of a duration equal to or greater than 12 weeks may host- to the teaching reduction program for the intensification of research in accordance with the corresponding requirements: [http://www.udl.es/export/sites/universitat-lleida/ca/udl/norma/\\_galleries/docs/Personal\\_academic/Programa-reduccio-docent-per-maternitatAcord-301-CG-18.12.2018.pdf](http://www.udl.es/export/sites/universitat-lleida/ca/udl/norma/_galleries/docs/Personal_academic/Programa-reduccio-docent-per-maternitatAcord-301-CG-18.12.2018.pdf)

PROJECTS FINANCED WITH EVALUATION EXTERNAL	reduction ECTS	OBSERVATIONS
1. Coordination of <b>large projects</b>	3	EU Framework Program Other major projects recognized by the Generalitat de Catalunya.
2. IP of large projects 3.	2.5	
Coordinator of <b>national projects</b>	2.5	Calls for the State Research Program, Development and Innovation Oriented to Society's challenges, within the framework of the State Plan of Scientific and Technical Research and Innovation 2017-2020 and 2021-2023 Call for Challenges-Collaboration and Public-Private Collaboration. Projects FIS health research fund. Call for Concept Tests. International Joint Programming Actions. Ecological Transition and Digital Transition.
4. IP of national projects	2	
5. IP of other funded competitive projects <b>Type A.</b>	1.5	European research projects not included in the Framework Programme. ERANET, Life, Interreg calls (or other equivalents from the next Horizon Europe programme).  Marathon Foundation. Call for Health Research La Caixa Banking Foundation.  PRIMA projects. Territorial Specialization and Competitiveness Projects (PECT) or Communities framed in the RIS3CAT. Operational groups, Palarq Foundation. Projects of the Spanish Society of Pulmonology and Thoracic Surgery (SEPAR). Network of National Parks. Regional competitive research and transfer projects.

**Table 1.** Reduction of credits (ECTS) to be given for the direction or coordination of competitive research projects.

Note: Discounts for coordination and IP of the same project are not cumulative.

**Point 11.** Permanent teaching staff who have at least one recognized research or transfer section and **who have accumulated 15 management points** after having achieved the 4th management section may have a teaching dedication of **24 ECTS** during the two years after the date of the last recognition of the management points. The teaching staff who fulfill these conditions will have to communicate this to the vice-rector of teaching through the email: [vp.pda@udl.cat](mailto:vp.pda@udl.cat).

**Point 12.** The teaching staff with **sole management duties**, not covered by the regulations on leave, permits, licenses and service fees of the academic staff of the UdL, will be able to have the reduction of ECTS shown in Table 2. These downloads are will be taken into account for the positions that are being held on December 31 of the year t-16. In the event that a teacher does not want to enjoy the discharge given what he leaves the position after

6 Exceptionally, in years t in which there are elections in the centers and departments, the date to take into account the one-person management positions will be determined by the appointment date of the new positions resulting from the electoral process.

of December 31 of the year t-1 and assigns to the teacher that he/she will replace during the academic year t/t+1, he/she can request the transfer of the discharge to the vice-rector's office to be evaluated and accepted, if applicable. In no case can downloads be doubled

UNIPERSONAL MANAGEMENT CHARGES	ECTS reduction
1. Director of department	
Departments with a number of PDI equal to or higher than the median <sup>7</sup> of the UdL departments	3
Departments with a number of PDIs lower than the median <sup>6</sup> of UdL departments	2.5
2. Degree coordinator	2
3. Master's degree coordinator (coordinated by the UdL)	1.5
4. Director of Scientific and Technical Services	2.5
5. CERCA Center Director (Generalitat)	2.5
6. Coordinator of the university entrance exams	1.5
7. Assistant to the Rectorate, the Foundation and the Social Council. Coordinator of the Science and Technology Park. Practicum coordinator of the degrees in Early Childhood and Primary Education of the Educational System of Catalonia	2
8. Vice-dean, deputy director and center secretary	4
9. Director of own research center	2
10. Deputy director of own research center	1
11. Deputy director of the Continuing Education Center	1
12. PhD program coordinator	1.5
13. Director of the Dolors Piera Centre	1.5
14. Center Coordinator of the Nestor Program / RAIC	1
15. Department secretary	
Departments with a number of PDI equal to or higher than the median <sup>6</sup> of the UdL departments	1.5
Departments with a number of PDI lower than the median <sup>6</sup> of UdL departments	1

**Table 2.** Reduction of credits for individual management charges.

<sup>7</sup> Median PDI of the departments as of December 31 of year t-1.

**Point 13.** Exceptionally, the teaching staff may reduce their dedication in any of the following three cases. These reductions will be applied once the final dedication has been accounted for and will not have the limit established in point 14 of this document.

- At the request of the **Occupational Risks** service with prior approval by the vice-rectorate of faculty
- If you benefit from an aid regulated by a call from the UdL. The teaching staff who receive some type of aid regulated by the UdL and with direct implication on the teaching dedication of the year  $t/t+1$ , will be applied the reduction marked by the aid granted 8.
- If they enjoy a aid from the **ICREA-Academia program**. The teaching staff with a grant from this program may allocate part of it to the hiring of part-time teaching staff that allows him to reduce his teaching dedication marked by the PDA. In this case, **the teacher beneficiary of the aid must notify the vice-rector of teaching, indicating the name of the teaching staff who will assume the reduced teaching load and the reduced total load (ECTS)**. With regard to the final dedication marked by the PDA of edition  $t-1$ , if the ICREA-Academia aid is in force in the academic year  $t/t+1$ , a reduction of the PDA corresponding to the total of the reduced load will be applied communicated to the vice-rector.
- If you enjoy reductions associated with the **Company Committee** or the **Staff Board academic**

**Point 14.** The final teaching dedication of all the teachers, **once the points and discharges have been applied**, in no case, except in the situations foreseen in point 13, or in the "Regulations on terminations, permits, licenses, and service fees of the academic staff of the UdL", or in "Specific programs of intensification for Research" recognized by the Vice-Chancellor's Office of Research and Transfer of the UdL, or any other regulation approved by the UdL, may be lower than

- **16 ECTS** for **full-time** teachers and,
- **11 ECTS** for **teaching assistants and part-time permanent teaching staff**.

## 2. Other considerations

- UdL teaching staff **will have to take into account the result of the PDA of edition  $t-1$  when planning the academic year  $t/t+1$  begins**. The difference between the dedication marked by the PDA and that planned for each academic year should be at most  $\pm 1$ ECTS to consider that the teacher fulfills his/her teaching assignment.
- In general, the teaching dedication of the permanent teaching staff **will have to count only official undergraduate and master's teaching coordinated by the UdL**. Even so, teaching in inter-university degrees not coordinated by the UdL may be counted as long as the corresponding agreement, approved by the Governing Council of the UdL, so specifies. As a general rule, **teaching taught in master's programs** should not

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8 The reduction granted (call and resolution) will be noted in the comments section of the PDA report.



to exceed 50% of the teaching staff's dedication. Likewise, the credits planned for **TFG/TFM tutoring** should not exceed 3 ECTS.

- Those teachers who have a **special permit approved by the UdL to exempt their teaching dedication for a** specific period of time must communicate this to the e-mail [vp.pda@udl.cat](mailto:vp.pda@udl.cat), providing the documentation that certifies it in order, if necessary, to make the appropriate modifications.

### 3. PDA access and calendar

- The teaching staff will be able **to access** the PDA results through the Virtual Campus (Intranet) or <https://pda.udl.cat/>. To access it is necessary to use the user and password of the UdL. • The PDA for the academic year  $t/t+1$  will be drawn up with the **research and management** data recognized as **of December 31 of the year  $t-1$** . Exceptionally, in years  $t$  in which there are elections in centers and departments, management data will be obtained based on the election dates and once the new positions have been appointed based on the election results.

- The PDA **calendar** is as follows:

- **Consultation and review of the data:** A period of 15 working days will be established during the first quarter of the year  $t$ . During this period, the teaching staff must review their data and communicate any possible errors or omissions **to the service in charge of entering them**. In order to solve possible errors it will be necessary to make the **modifications to the 'source' database**. Therefore, you must contact the service responsible for the database, with a copy to the e-mail address [vp.pda@udl.cat](mailto:vp.pda@udl.cat), indicate the error and provide all the necessary information to justify the change.

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- **Closing the PDA and sending** the results to the **departments and centers:** It will be done 30 working days after the start of the data consultation and review period, and always taking into account the planning period of the academic year  $t/t+1$ . **Once the PDA is closed, no changes can be made.**

### 4. PDA Monitoring Commission

The implementation of these procedures and the monitoring of the PDA will be the responsibility of the **UdL's Academic Personnel Commission (CPA)**. The objectives of this commission are:

- Plan the annual monitoring of the PDA.
- Evaluate the results.
- Propose possible actions for improvement and adaptation to current legislation and compliance with the Budget Stability Plan.

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9 Project data are obtained from the GREC database ([grec@vri.udl.cat](mailto:grec@vri.udl.cat)). The data on individual management positions and those associated with the *Regulations on terminations, permits, licenses and service fees for academic staff of the UdL* are obtained from the UXXI database ([qualitat.planificacio@udl.cat](mailto:qualitat.planificacio@udl.cat)). All the data relating to the category and the research and transfer sections are obtained from the Personnel Service (GINPIX database; [personal.pdi@udl.cat](mailto:personal.pdi@udl.cat)).



## **ADDITIONAL PROVISION**

**1:** Lecturers who, having been accredited as adjunct professors, are linked to the UdL with a category equivalent to that of lecturer (pending the call for the corresponding stabilization position ) will maintain a maximum teaching dedication of 21 ECTS until the stabilization competition is resolved.