

DEMOCRITUS UNIVERSITY OF THRACE  
QUALITY ASSURANCE UNIT



ΔΗΜΟΚΡΙΤΕΙΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΘΡΑΚΗΣ  
DEMOCRITUS UNIVERSITY OF THRACE

IQAS PROCEDURE

D-2.4 ALLOCATION AND MANAGEMENT OF HUMAN  
RESOURCES



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## **1 PURPOSE**

This procedure defines the manner in which the allocation and management of human resources are accomplished at DUTH.

## **2 IMPLEMENTATION STEPS**

RESPONSIBLE: Strategic Planning Unit, Rector, Vice Rector for Administrative Affairs, Directorate of Administrative Affairs, Academic & Administrative Units, SARF, QAU

RECORDS:

DESCRIPTION:

### **2.1 Permanent Administrative and Research/Teaching personnel**

The allocation of human resources is performed according to criteria aligned with the Institution's strategic planning.

Position coverage is implemented in accordance with the legislation in force.

Continuous staff training is a prerequisite for achieving the objectives and improving the performance of the Institution's operations.

Staff evaluation is carried out in accordance with the legislation in force.

In accordance with the above, with regards to the administration of its human resources, DUTH devises and applies procedures and/or internal regulations which are incorporated in its IQAS.

QAU provides annually (at a set time) the Institution's Administration (Vice-Rector for Administrative Affairs) data regarding the previous year's personnel allocation – from NISQA or other information systems of the Institution – as well as corresponding metrics.

The Institution's Administration annually invites (at a set time) the academic units to submit their annual recruitment plan for the coverage and support of their activities.

The Strategic Planning Unit informs the Administration of the institution's strategic plan as well as the development and operational plans of the institution's schools and services, respectively, from which the mapping of needs in human resources for educational and research activities, as well as the operational needs of administrative services, is derived.

The Institution's Administration, taking into account the above, as well as the Institution's strategy for human resources development, compiles recommendations for the increase, reduction, or reallocation of human resources across academic and operational units.

The competent body, taking the above into account, makes a decision on increasing, reducing or reallocating human resources across academic and operational units.

The Senate's decision is published on the Institution's webpage.

## **2.2 Contracted Staff**

In cases where the institution's existing permanent administrative staff is unable to meet the needs of the Academic Departments, Laboratories, Clinics, etc., the Administration recommends to the Governing Council the approval of expenditure by SARF (from the budget of the corresponding approved program or from SARF's Treasury Reserves) for the recruitment of staff under employment or project contracts. The procedure for hiring such staff follows the procedure set forth in the SARF-DUTh Funding and Management Guide and in the legislation in force on the contracting of staff within the framework of projects

**For the cases of personnel referred to in Articles 171-175 of Law 4957/22, the following apply:**

### [Visiting faculty and visiting researchers.](#)

In accordance with the provisions of Article 171 of Law 4957/2022, Greek or foreign scientists who either hold a professorial position at a foreign university or a researcher position at a foreign research organisation, or possess at minimum the qualifications required for election to the position of Assistant Professor at a Higher Education Institution (HEI) in Greece or as a Grade C researcher, in accordance with paragraph 2 of Article 18 of Law 4310/2014 (Government Gazette A' 258), may be employed as visiting professors or visiting researchers of the corresponding grade at a domestic HEI, to cover the educational and research needs of a Department or School of the HEI.

The teaching duties assigned to them in the undergraduate USP or PSP are determined by a decision of the academic department's Assembly. Their recruitment procedure stands by the provisions regarding fixed-term or project-based contracts in SARF-DUTh's Funding and Management Guide.

The HEI's visiting professors' or researchers' remuneration may be covered by Recovery and Resilience Facility funds.

Visiting researchers may also be assigned exclusively research duties within the framework of the Department or its individual academic units.

- **Contract researchers**

In accordance with the provisions of Article 172 of Law 4957/2022, scientists of high scientific experience and training, holders of a doctoral degree, or postdoctoral researchers, may be selected as contract researchers, following an open call issued by SARF-DUTh's Research Committee, upon the recommendation of the Director of the research unit (Laboratory, Clinic, U.R.C. – DUTh Institute, etc.). Their recruitment procedure follows the provisions regarding fixed-term or project-based contracts set out in the SARF-DUTh Funding and Management Guide.

The maximum number of Contract Researchers that may be employed per academic year for the needs and work of a research unit is set by the research unit's Internal Regulation.

- **Adjunct Lecturers**

The Institution's Management, in accordance with the provisions of Article 173 of Law 4957/2022 and taking into account a) the relevant appropriations allocated to the Institution by the Ministry, b) the number of posts that have been budgeted in the framework of the Partnership Agreement (ESPA) for the recruitment of instructors for the acquisition of academic experience, and c) the needs of the Academic Departments for adjunct teaching staff, as well as the Institution's strategy for human resources development, issues a recommendation for the allocation to the academic departments of a) the appropriations and b) the posts budgeted in the framework of the Partnership Agreement (ESPA) for the recruitment of adjunct lecturers.

The competent body (Senate), taking the above into account, makes a decision on the allocation to the academic departments of a) the appropriations and b) the posts budgeted through the Partnership Agreement (ESPA) for the recruitment of adjunct lecturers.

The academic departments, taking into account a) the amount of the appropriation allocated to them, b) the number of posts allocated to them through the Partnership Agreement (ESPA), and c) the needs of their Study Programmes, decide on the number and subject area of the adjunct lecturers to be recruited.

- **Postdoctoral researchers**

Academic departments, in accordance with the provisions of Article 174 of Law 4957/2022 and DUTh's Regulation on Postdoctoral Research (Government Gazette 2851/2023, B' Series), are entitled to employ scientists who at minimum hold a doctoral degree and have research

experience, acquired after obtaining their doctoral degree, in a scientific field corresponding or related to that of their doctoral dissertation, for the conduct of postdoctoral research and the carrying out of research, teaching, or laboratory work.

Postdoctoral Researchers may enter into fixed-term employment, project, or fellowship contracts through SARF-DUTH, as defined in the legislation in force and SARF-DUTH's Funding and Management Guide.

Postdoctoral researchers may be employed at URC - DUTH as contract researchers to conduct research and broader scientific work in accordance with the provisions in DUTH's Regulation on Postdoctoral Research.

- **Auxiliary teaching staff**

Academic departments, in accordance with the provisions of Article 175 of Law 4957/2022 and DUTH's Regulation for Postgraduate and Doctoral Studies (Article 53), may, by decision of the Departmental Assembly or the PSPs or DSPs competent body, assign auxiliary teaching duties to PS and PhD candidates. PS may undertake auxiliary teaching work in USPs, while PhD candidates may do so in USPs and PSPs.

DUTH may award merit-based scholarships to PS and PhD candidates, subject to the obligation to support the educational process and perform auxiliary teaching duties, the cost of which may be borne exclusively by private, DUTH's own and international resources, and is provided for in the applicable remuneration Regulations for the provision of teaching services at DUTH. The selection of auxiliary teaching staff, the maximum amount of merit-based scholarships per PS and PhD candidate annually, as well as the maximum number of weekly working hours and other details, are governed by individual regulations of Study Programmes.

The Directorate of Administrative Affairs technically processes the Senate's decisions regarding the allocation and management of permanent staff and adjunct teaching staff through the distribution of budget appropriations, and feeds QAU's information system with the relevant data, which are subsequently transmitted to NISQA for the production of the relevant reports and indicators.

SARF-DUTH's FMSU, based on the relevant decisions and contracts (fixed-term and project-based) issued for the personnel of the above categories, feeds QAU's information system with the relevant data, which are subsequently transmitted to NISQA for the production of the relevant reports and indicators.

### **3 SCHEDULE**

Human resources allocation and management is a recurring process that is carried out at regular intervals in the case of permanent staff and according to the Institution's needs in other cases.

### **4 RELATED DOCUMENTS**

Law 4957/2022

Annual reports regarding the allocation of personnel, the Institution's strategic plan, development and operational plans of the Institution's schools and services.

### **5 DOCUMENTATION - RECORDS**

CODE	TITLE	DIGITAL RECORD	RETENTION PERIOD	RESPONSIBLE FOR MAINTENANCE
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### **6 RESPONSIBILITIES**

6.1 QAU is responsible for drafting and reviewing the present Procedure.

### **7 DEFINITIONS**

### **8 WORK INSTRUCTIONS**

**9 FLOWCHART**

