

GUIDELINES FOR THE PUBLIC MERIT-BASED COMPETITION FOR THE HIRING OF A PROFESSOR FOR THE DIGITAL ANIMATION PROGRAM.

To participate in the Public Competition of Merits and Opposition corresponding to the CALL published on May 26, 2025, the following RULES must be considered:

- A. The call and these competition rules are published on the USFQ website.
- B. A full-time professor needs to be hired for one of the following categories: Assistant and Associate. The category and level will be determined based on the fulfillment of requirements. The specific requirements for the position are:
 - i) **DIGITAL ANIMATION:** Professor with a master's degree in Digital Animation, Digital Arts, or related fields, and a minimum of five years of teaching experience in higher education (with an average teaching evaluation score of 85% or higher). The professor must have taught courses in Classical Animation, Digital Animation, and Character Design. Verified work and experience in the entertainment or commercial industry with projects such as TV series, movies, or commercial spots. Proficiency in Toon Boom Harmony software or similar, with experience in Rigg in Toon Boom, animation with Rigg and Cut Out, and any type of illustration software.
- a. Availability for full-time engagement starting from August 12, 2025.
- b. The field of knowledge in which the activities will be carried out is digital animation, digital arts, or related fields.
- c. The work schedule is full-time, equivalent to forty (40) hours per week.
- d. The full-time faculty member will carry out their activities at the Cumbayá Campus in Quito, Ecuador.
- e. The schedule of the process is as follows:

COMPETITION STAGES	DEADLINES (every day) AND TERMS (business days only)
Publication of the call for applicants	May 26, 2025
Closing date (deadline for receipt of documents from applicants)	June 26, 2025
Merits phase and qualification	Within a maximum of 10 days from the closing of the call for applications, the deadline may be extended depending on the number of applicants.
Opposition phase and qualification	It will be completed within a maximum period of 10 days from the communication of the results of the merit phase. The deadline may be extended depending on the number of applicants.
Communication of preliminary results of the Competition	Within a maximum period of 5 days from the issuance of the preliminary report of qualifications.

Challenges	They may be submitted within three days after the applicants are notified of the preliminary results of the competition.
Resolution of challenges	Within a maximum of ten days from the receipt of the challenge. The term may be extended depending on the number of challenges received.
Declaration of competition winners	Within a maximum of three days after the official and results of the competition are determined.

A. The general requirements for all applicants are:

- i) Be older than eighteen (18) years old;
- ii) Be in full exercise of the rights provided for in the Constitution and the Law;
- iii) Not being under civil interdiction and not being in a state of judicially declared insolvency
- iv) Submission of the resume with supporting documentation that proves compliance with the specific requirements for the respective category and level; and,
- v) Submission of a reel/portfolio of the applicant's work.

B. Specific requirements for each category and level:

Requirements to apply as “Personal académico titular auxiliar 1”.- In order to participate in the competition for tenured academic personnel “AUXILIAR 1”, the following requirements must be documented:

- a. Education requirements:
 - i. Hold a master's degree at the graduate level in the broad field of knowledge related to their teaching activities, recognized and registered with SENESCYT.¹
- b. Teaching requirements:
 - i. Demonstrate at least twelve (12) months of professional teaching experience in higher education in the related field. During this time, the average evaluation score must not be lower than eighty-five percent (85%).
- c. Other requirements:
 - i. Have published at least one (1) relevant work.²

Requirements to apply as “Personal académico titular auxiliar 2”.- In order to participate in the competition for tenured academic personnel “AUXILIAR 2”, the following requirements must be documented:

¹If the degree is in the process of registration, it must be registered in order for the hiring process to proceed. This applies to all categories and levels.

²The description of relevant works for the College of Communication and Contemporary Arts (COCOA) is published along with the call and the rules.

- a. Education requirements:
 - i. Hold a graduate-level academic degree, a master's degree, in the broad field of knowledge related to their teaching activities, recognized and registered with SENESCYT.
- b. Teaching requirements:
 - i. Demonstrate at least two (2) years of professional teaching experience in higher education in the related field.
 - ii. Have obtained at least eighty-five percent (85%) as the minimum average result in the performance evaluation during the corresponding comprehensive evaluation process for the last year of teaching.
- c. Academic production requirements:
 - i. Have published at least five (5) relevant works, of which four (4) must have been published in the last four (4) years.
- d. Other requirements
 - i. Demonstrate at least forty-eight (48) hours of training in the last year, which could be in pedagogy or in the professional's academic field.

Requirements to apply as “Personal académico titular Agregado 1”.- In order to participate in the competition for tenured academic personnel “AGREGADO 1”, the following requirements must be documented:

- a. Requisitos de formación:
 - i. Hold a graduate-level academic degree, a master's degree, in the broad field of knowledge related to their teaching activities, recognized and registered with SENESCYT.
 - ii. Demonstrate proficiency in English at the B1 level or its equivalent. If the applicant has obtained third or fourth-level degrees or postdoctoral stays in a country where the official language is English, they are not required to submit a language proficiency certificate.
 - iii. Have completed at least one hundred twenty-eight (128) hours of training, education, or professional development in the field of knowledge related to their teaching or research activities in the last four (4) years, of which at least twenty-five percent (25%) must be on pedagogical topics. This requirement can be considered met through participation in conferences, seminars, and other related scientific activities.
- a. Teaching requirements:
 - i. Provide proof of at least eight (8) years of professional teaching experience in higher education or in research institutions. If holding a PhD or equivalent degree in the broad field of knowledge related to their teaching or research activities, a minimum of four (4) years of professional teaching experience in higher education will be sufficient.
 - ii. Have obtained at least eighty percent (85%) as the minimum average result in the performance evaluation of the comprehensive evaluation processes for the last year of teaching.
- b. Academic production requirements:
 - i. Have published at least nine (9) significant works, of which four (4) must have been published in the last four (4) years. Of the works from the last four (4) years, at least two (2) must have international impact or relevance.
- b. Research and/or societal linkage requirements:
 - i. Have participated for at least twelve (12) months in one or more research projects, creative production, and/or outreach activities in the last four (4) years.



Requirements to apply as “Personal académico titular Agregado 2”.- In order to participate in the competition for tenured academic personnel “AGREGADO 2”, the following requirements must be documented:

- a. Academic background requirements:
 - i. Hold a graduate-level academic degree, a master's degree, in the broad field of knowledge related to their teaching activities, recognized and registered with SENESCYT.
 - ii. Demonstrate proficiency in English at the B1 level or its equivalent. If the applicant has obtained third or fourth-level degrees or postdoctoral stays in a country where the official language is English, they are not required to submit a language proficiency certificate.
 - iii. Have completed at least one hundred twenty-eight (128) hours of training, education, or professional development in the field of knowledge related to their teaching or research activities in the last four (4) years, of which at least twenty-five percent (25%) must be on pedagogical topics. This requirement can be considered met through participation in conferences, seminars, and other related scientific activities.
- b. Teaching requirements:
 - i. Provide proof of at least eight (8) years of professional teaching experience in higher education or in research institutions. If holding a PhD or equivalent degree in the broad field of knowledge related to their teaching or research activities, a minimum of four (4) years of professional teaching experience in higher education will be sufficient.
 - ii. Have obtained at least eighty percent (85%) as the minimum average result in the performance evaluation of the comprehensive evaluation processes for the last year of teaching.
- c. Academic production requirements:
 - i. Have published at least thirteen (13) relevant works, of which four (4) must have been published in the last four (4) years. From the production of the last four (4) years, at least two (2) must have international impact or relevance. Of the total production, at least four (4) must have international impact or relevance.
- d. Research and/or societal linkage requirements:
 - i. Have participated for at least twelve (12) months in one or more research projects, creative productions, and/or community engagement activities in the last four (4) years.

Requirements to apply as “Personal académico titular Agregado 3”.- In order to participate in the competition for tenured academic personnel “AGREGADO 3”, the following requirements must be documented:

- a. Academic background requirements:
 - i. Hold a graduate-level academic degree, a master's degree, in the broad field of knowledge related to their teaching activities, recognized and registered with SENESCYT.
 - ii. Demonstrate proficiency in English at the B1 level or its equivalent. If the applicant has obtained third or fourth-level degrees or postdoctoral stays in a country where the official language is English, they are not required to submit a language proficiency certificate.



- iii. Have completed at least one hundred twenty-eight (128) hours of training, education, or professional development in the field of knowledge related to their teaching or research activities in the last four (4) years, of which at least twenty-five percent (25%) must be on pedagogical topics. This requirement can be considered met through participation in conferences, seminars, and other related scientific activities.
 - b. Teaching requirements:
 - i. Provide evidence of at least eight (8) years of professional teaching experience in higher education or research institutions. If holding a PhD or an equivalent degree in the broad field of knowledge related to their teaching or research activities, a minimum of four (4) years of professional teaching experience in higher education will suffice.
 - ii. Have obtained at least an eighty percent (85%) minimum average in their performance evaluation as part of the comprehensive assessment processes corresponding to the last year in which they engaged in teaching
 - c. Academic production requirements:
 - i. Have published at least seventeen (17) relevant works, of which four (4) must have been published in the last four (4) years. From the production of the last four (4) years, at least two (2) must have international impact or relevance. Of the total production, at least six (6) must have international impact or relevance.
 - d. Research and/or societal linkage requirements:
 - i. Have participated for at least twelve (12) months in one (1) or more research projects, creative productions, and/or community engagement activities in the last four (4) years.
- J. Applications must be submitted within the period specified in the schedule, through the following link: <https://usfq.cloud.processmaker.net/webentry/176/ConcursoAnimacionDigitalPI>, which is published on the USFQ website. On this portal, the applicant must upload all required documentation according to the platform's instructions. The obligations of the academic staff are:
 - i. Maintain a high level of academic competence;
 - ii. Observe and comply with all institutional policies and internal university regulations;
 - iii. Maintain a continuous process of training and professional development to keep the courses up to date;
 - iv. Periodically submit to evaluation processes;
 - v. Adhere to the study plans and programs and the stipulated work hours for the different categories in their academic duties;
 - vi. Attend the bodies to which they have been assigned in accordance with the applicable regulations;
 - vii. Participate in committees, tribunals, and other activities assigned by the authorities and bodies of the institution; and,
 - viii. Fulfill any other obligations assigned by the applicable regulations.
- K. The start date for the full-time professor's duties will be from August 12, 2025.
- L. The affirmative action policies applicable to the process are: in the case of a tie in scores, preference will be given to those who belong to a priority attention group.
- M. The applicable regulatory framework for the process is: the Organic Law of Higher Education, the Career and Ranking Regulations for Academic Staff of the Higher Education System, the Academic Regulations issued by the Higher Education Council, the Special Labor Regime for Academic Staff



of Private Higher Education Institutions, the Personnel and Ranking Regulations of the USFQ, and the USFQ Public Merit and Opposition Competition Guide.

- N. Description of the merit phase and its weightings: The Selection and Hiring Committee for Full-Time Academic Staff will verify the fulfillment of the general and specific requirements for each category and level. Those who meet the specified requirements may proceed to the opposition phase.
- O. Description of the opposition phase and grading parameters:

For those who have not taught at USFQ, the opposition phase will consist of an interview with the Committee and an open class. In the case of professors who have taught at USFQ, an interview will be conducted, focusing on professional matters and teaching experience with the Committee. For the interview, the applicant must bring their portfolio, and a relevant work will be selected for discussion and commentary.

For the grading in the Opposition Phase, additional points will be awarded to applicants who meet any of the following criteria:

- a. That the applicant has previously provided services at the University;
 - b. That the applicant is an alumnus of the University;
 - c. That the applicant has received academic training with a Liberal Arts educational model.
- P. Information about appeals: Those who wish to challenge the results of the competition will have a period of three (3) days, counted from the notification of the preliminary results, to submit their appeal by sending an email to concursos@usfq.edu.ec. The Selection and Hiring Committee for Full-Time Academic Staff will issue a reasoned decision on the appeals regarding the preliminary results of the competition within ten (10) days from the receipt of the appeal. No further appeals may be made against this resolution. The official final results of the public merit and opposition competition will be notified to the applicants once all received appeals have been resolved.