

## **Human resource management at the Instituto Tecnológico de Pachuca**

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### **Abstract**

In this contribution, a model of human resource management for the area of Administrative Economic Sciences ITP (Pachuca Institute of Technology) is proposed. The methodology involved gathering information about the process used in human resource management in the institution, to analyze the curriculum of each subject, compared with profiles of teachers and make a diagnosis to know and identify the profiles of teachers required for the allocation of academic loads. It is considered as an object of study the profile of teachers and syllabi of the Degree in Administration contained in plans 2016 study results show that there is a regulation for the management of the resource, but sometimes not considered the characteristics programs of study and teacher profile for contingencies that arise in planning activity. According to the results of the methodology, the proposed model helps to improve the location of teachers in subjects according to their professional profiles, this is contributes to the planning of the administrative process in the area and is expected impinges on the quality of educational services.

### **Process Management, Human Resource, Job profile.**

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**Introduction**

Human resource management is a practice based on the effective collaboration of people aimed at achieving organizational objectives, this steadily has been questioned as an area that should link the emerging vision of skills and human capacities. This research was conducted at the Department of Administrative Sciences Economics [CEA] ITP, being a public institution of higher education. This article aims to propose a model of human resource management for the Department of Economic-Administrative Sciences aims to contribute indirectly in maximizing the performance of intellectual capital, understood as the set of skills that create institutional competitive advantages. Considering that the fundamental relationship between the area's needs and allocation of subjects in each semester not always coincide with the management of established human resources, research is aimed at linking and strengthen the process of human resource management area CEA that responds to the real situation, so that, with the proposed diagnosis is to achieve integration of the professional profile of the teacher with the subjects of the program in which it participates. The article is structured as follows: In the first part the theoretical foundation that supports research, for which references were consulted different authors presented; The second part is the methodology used to develop the project, this article was conducted with a focus on descriptive correlational research to manage human resources according to the needs of the area.

The third part is the development arising from the review and analysis of curricula, regulations, profiles of teachers, the area's needs CEA and the processes established in the quality management system of the institution. The fourth part of the article includes the results of research, and finally the conclusions.

**Theoretical framework**

The human resource is the tangible and intangible element that organizations achieve their goals and objectives. [Chiavenato, 2012], assumes that people should be the strategy part of the general plan that the organization adopts to ensure that they can fulfill the organizational mission, on the other hand, [Pascual, 2013] indicates that people management has inevitably have to respond to the needs of the business, so, through the management of human capital, it must be converted into the differential added value in the economic environment. This is a fundamental aspect that impacts heavily on the exercise of human resource management, such as teachers who are an essential part of an educational institution to ensure the achievement of the objectives.

Moreover, [Nyberg, 2014] states that human resource management is influenced by various components, which affect the performance of people in your work area, for example, perceptions and working environment. Equities between these components may vary in different contexts. This research addresses only the performance component, so it is considered that the management model of human resources is a contribution that reinforces the performance of teachers, as well as the internal environment of the institution. Moreover, modern management in education is characterized by a leadership centered pedagogy, as well as new skills and the development of organizational culture with vision, teamwork, constant openness to learning and innovation are pillars that mark their orientation towards achieving the objectives and the main purposes of education.

For [Martin, 2012] educational management is the ability to generate an appropriate relationship between the components of the institution as: the structure, strategy, systems, leadership style, skills, people and objectives, on the other hand [Fowler, 2014] considers the human resource must have two characteristics: energizing and commitment in the performance of their functions, which is consistent Janson [2015] adding that only then the potential of people is released.

As discussed above, educational management includes not only typical administration tasks, but conceives the educational organization as a system that interacts with its context, must seek the necessary strategies to ensure the quality of its offer, by using adequate material, financial and human resources. It is considered that an analysis as presented will contribute to unlocking the potential of teachers and strengthen the educational quality of the institution.

### **Methodology**

This research was a correlational-descriptive approach for describing the processes of human resource management, using as a source of information responsible for the process of allocation of human resources. It is considered as an object of study the profile of teachers and syllabi contained in the 2016 curriculum, which includes 45 subjects corresponding to the Degree in Administration; to carry out the review of the curriculum were divided by areas of expertise, as follow official documents were reviewed, the number of hours and information issues related to human resource management. Once the analysis and diagnosis of documentation made possible the design of the proposed management model teaching human resources.

### **Results**

The main practices of human resource management, specifically the integration process, provision or supply of people within the institution, is regulated by the Internal Regulations of Work of Teachers of Technological Institutes, which referred to the tests that teachers and evaluation criteria used shall be submitted. The supply of people is done in two stages, the first is for new income teachers, the second for teachers who are already part of the plan of the area CEA. Responsible for the process of resource allocation program loading materials including schedule, however, sometimes the academic load of teachers does not always match the profile required in the assigned materials, this because of the contingencies that occur in the planning process.

Skills and personal traits of the teacher profile in force in the institution educational model for the twenty-first century, it is considered that the teacher must be a person who is committed to the institution, society and the environment influences the formation processes for its prestige, moral authority and professional ethics exercises its authority with prudence in the conduct and coordination of learning activities.

Assuming that the teacher is the main actor in education and the job profile is an essential instrument in the process, the SNEST (National System of Higher Education Technology) identifies and recognizes in teaching a set of core competencies that are grouped in the following areas: teaching the teacher creates the set of necessary and sufficient conditions to transform the conceptual, procedural and attitudinal knowledge; Professor generates research, apply and share knowledge related to learning discipline, area of knowledge or expertise; Professor management implements and operates the academic decisions of the institution.

Professor tutoring links with and leads the student of the various modalities for full development and success in their academic career; in linking teacher establishes relationships with business, government and social sectors to strengthen the training of students and finally in training the teacher undertakes, systematically, training activities in the personal, professional and teaching that transform and improve educational practice.

**Characterization of the syllabi**

The area CEA is responsible for the Bachelor in Business Administration and according to the crosshairs issued by National Technology of Mexico, the race have assigned 45 subjects for which each subject has a curriculum that is structured the following 11 points: the first point the general data of the subject are in the second is where the characterization of the subject and didactic intention participants in the design and curriculum monitoring is presented in the third, fourth the competition to develop, in the fifth previous competitions, the sixth the agenda, in the seventh learning activities are, in the eighth practices in the ninth draft subject, in the tenth evaluation by competition and finally the eleventh point contains information sources and none of them indicates the requirements profile of teachers to teach the subject.

It should be noted that because the study programs do not provide information about educational profile to teach the subject, and part of the research was to analyze the requirements of the subject to align with teacher profiles, and thus meet the look didactic teaching of administrative management of teachers. Then the result of the analysis and diagnosis of the programs comprising the grid of the Degree in Administration is presented. According to the information gathered, it was possible to identify the variables that teachers profile and profile of the subjects do not present a complete linkage as evidenced below.

Whereas research was based on the entire workforce [31 teachers] attending the race; of which 23% have a different required in the subjects profile, another 23% need to strengthen and complement their profile in relation to the subjects taught, while 54% of teachers covers the profile of the subject in the table 1 shows the concentrate needs to be covered by subject profile.

Teacher profiles required number of subjects	
Degree in Administration	24
BA in Accounting	6
Degree in Mathematics	4
Industrial Engineers	3
BA in Economics	3
Systems Engineering	2
Environmental Engineering	1
LLB	2

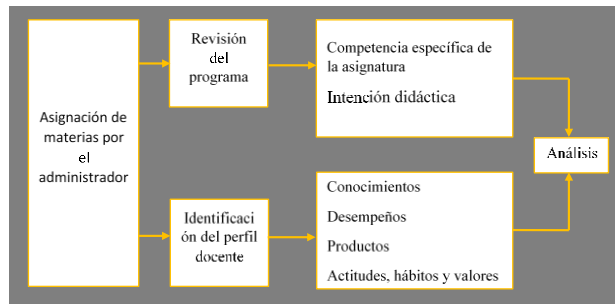
**Table 1** Concentrate subject and teaching profile.

According to analysis was possible to concentrate in Table 2, teachers profiles, subjects and skills required in the curriculum, which contibuyó for model design.

Asignatura	Teoría General de la Administración	Función Administrativa I	Función Administrativa II	Gestión Estratégica del Capital Humano I
Perfil	Lic. Admón.	Lic. Admón.	Lic. Admón.	Lic. Admón.
Competencia		Experiencia en la elaboración de planes y diseñar estructuras organizacionales.	Experiencia en la elaboración de planes y diseñar estructuras organizacionales.	Experiencia en la aplicación de modelos y procesos en el desarrollo del capital humano.

**Table 2** Concentrate subject to required profile and competence.

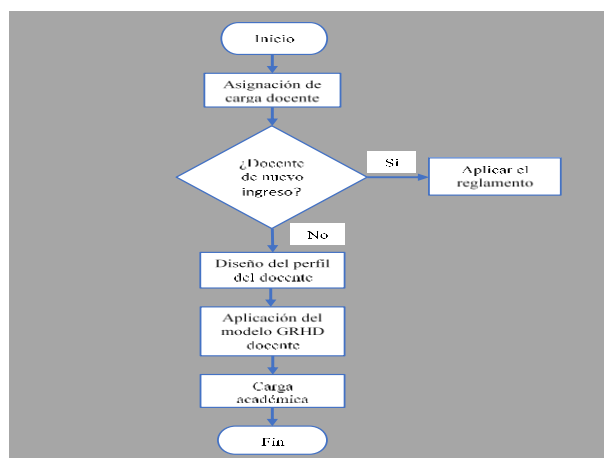
The result establishes the basis for the proposal of a model of human resource management for teachers of ITP



**Figure 1** Model of management of human resources for teachers CEA

In Figure 1 the proposed model which starts with the assignment of materials by the administrator teaching resource, where two important aspects to analyze emerge shown, the first is the review of the subject which includes the specific competence of the same and didactic intention, the second point is the identification of the teacher profile contemplating knowledge, performance products, attitudes, habits and values. The review and analysis of these aspects will allow appropriate allocation of materials.

In Figure 2, each of the process steps that the administrator teaching resource in the area of CEA, can continue to make the allocation of academic burdens on teachers and linking both variables under study shows.



**Figure 2** Diagram of process management.

**Conclusions**

For human resource management, the relationship of the teacher profile and profile required in the subject, are variables that are affected by the contingency planning, ie needs and unforeseen events affecting assignments academic workload and hours of teaching arise. So, the proposed model is intended to influence the administrator role human resource CEA, in the following areas: facilitate viewing and know graphically the link and importance of the variables let you know the necessary elements to be consider for the allocation of materials will help to improve the process of allocation of subjects to teachers, and identify professional development needs of their staff. On the other hand Diagram Figure 2 will facilitate the implementation of the two management options; new personnel and personnel base.

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