



Università
Ca' Foscari
Venezia

Ca' Foscari University of Venice
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**PUBLIC CALL
FOR THE ALLOCATION OF TEACHING ASSIGNMENTS IN STUDY COURSES**

**THE HEAD OF DEPARTMENT
of International College of
Ca' Foscari University of Venice**

WHEREAS the University General Regulations of Ca' Foscari University of Venice;
WHEREAS Presidential Decree No 382 of 11.7.1980;
WHEREAS Decree Law No 165 of 30.03.2001, and specifically Article 7, para. 6;
WHEREAS Law No 133 of 06.08.2008, and specifically Article 46;
WHEREAS Law No 240 of 30.12.2010, and specifically Article 23;
WHEREAS the University Teaching Regulations;
WHEREAS the Ethical and Conduct Code of this University issued by Rector's Decree No 1116 of 5/11/2019;
WHEREAS the University Conduct Code for sexual harassment;
WHEREAS the Personal Data Protection Regulations of Ca' Foscari University issued by Rector's Decree No 190 of 22/02/2021;
WHEREAS the Regulations of the Courses of Study;
WHEREAS the Regulations for the allocation of teaching assignments and integrated teachings in the courses of study issued by Rector's Decree No 337 of 4 May 2011 and subsequent amendments and integrations (hereinafter referred to as Regulations);
WHEREAS the University General Regulations for the assignment, self-certification, and assessment of teaching and service tasks to students on behalf of lecturers and researchers pursuant to Article 6 of Law No 240/2010 issued by Rector's Decree No 977 of 14/11/2011 and subsequent amendments and integrations;
WHEREAS the Regulations ruling non-institutional assignments of the management, administrative staff, and Expert Language Collaborators (CEL) issued by Rector's Decree N. 965 of 22/12/2017;
WHEREAS the Inter-ministerial Decree No 313 of 21 July 2011;
WHEREAS Resolution of the Board of Directors No 112 of 7 October 2011;
WHEREAS the teaching programme of the International College for the academic year 2021/2022 as approved by the International College Studies Committee No 02/2021 of 21 January 2021;
WHEREAS Resolution of the Academic Senate of 3 March 2021 concerning the University Educational Offer for the academic year 2021/2022;
WHEREAS Resolution of the Academic Senate of 12 March 2021 concerning the approval of the University Educational Offer for the academic year 2021/2022;
WHEREAS the need to hire specific professionals for the performance of teaching assignments:
HAVING ASSESSED the financial coverage for the academic year 2021/2022 for the posts of this call

INFORMS

**Article 1
Subject of the Call**

This public call is intended for the allocation of teaching assignments for the academic year 2021/2022 as specified in the **table below**.

Deadline for applications: mandatory time-limit at 12:00 (CET) of Monday, June 14th.

Degree Programme	TEACHING SUBJECTS 2021-2022	Year	Module Credits (ECTS)	Duration In Academic hours	Term	Location	Gross salary
ECC15 - COLLEGIO INTERNAZIONALE	ECC063 – INTRODUCTION TO DIGITAL HUMANITIES	1	6	30	1	Venice	€ 1.800,00
Description: Overview of methods, techniques, and applications of the Digital Humanities.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC080 – DIGITAL ETHICS	2	6	30	1	Venice	€ 1.800,00
Description: Introduction to the ethical challenges posed by digital innovation and mediums.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC034 – WORKING WITH THE WORLD WIDE WEB	2	6	30	2	Venice	€ 1.800,00
Description: Overview of methods and techniques for the analysis of online social phenomena.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC020 – SUSTAINABILITY	1	6	30	1	Venice	€ 1.800,00
Description: Main objective of the course is to introduce and illustrate the modern methodological approaches to the study of sustainability derived from the so-called "Systems Thinking".							
ECC15 - COLLEGIO INTERNAZIONALE	ECC021 – ENVIRONMENTAL POLITICS	1	6	30	2	Venice	€ 1.800,00
Description: Politics and decision-making for the environment between economics and ecological transition.							

Degree Programme	TEACHING SUBJECTS 2021-2022	Year	Module Credits (ECTS)	Duration In Academic hours	Term	Location	Gross salary
ECC15 - COLLEGIO INTERNAZIONALE	ECC017 – ANTHROPOLOGY	1	6	30	2	Venice	€ 1.800,00

Description: The course offers a methodological and conceptual introduction to cultural anthropology, with particular reference to the understanding of contemporary Asian societies.

Each teaching will be activated subject to the presence of attending students. The professionals awarded the teaching assignment should verify the attendance of students by the end of the first week after the beginning of the course.

In case the minimum number of students required is not met, the teaching course will not be activated, and the activities performed by the awarded party will be paid proportionally, in any case, this payment will not exceed 20% of the salary stated in this call.

The teaching courses of this call are to be performed during the I and II term of the academic year 2021/2022.

The program of lectures is reported below (*please note, this program might be subject to slight changes*):

I term: 15/09/2021 – 31/01/2022

II term: 01/02/2022- 31/05/2022

Article 2 **Recipients and Incompatibility**

The recipients of this call are:

- a) Teaching staff members and Researchers (full and associate Professors, University Researchers, assistants subject to availability, three-year full Professors, and three-year Researchers) employed by the Ca' Foscari University of Venice (subject to authorisation of the competent authorities, if belonging to a different Department) or, by other Italian Universities (subject to compliance with the requirements for external posts, as set out by their Universities); the allocation of assignments to Professors and Researchers in any capacity not related to the reference University, is subject to authorisation of the latter and self-certification of the teaching hours currently agreed on.
- b) other Italian and foreign subjects meeting the scientific and professional requirements, including also:
 - employees of University institutions, having performed documented research activities, including research fellows;
 - foreign language assistants as defined under Article 28 of Presidential Decree No 382/80 and collaborators and linguistic experts stated under Law No 236/1995 employed by this or other Universities, subject to authorisation by the competent structures;
 - graduated technicians who meet the requirements provided under Article 50 of Presidential Decree No 382/80, with at least 3 years of teaching experience, subject to authorisation by the competent structures.

Pursuant to the Regulations on teaching assignments as specified in this call, without prejudice to other incompatibilities laid down by law, the assignments cannot be allocated to:

- subjects which are family members or relatives - up to the fourth degree - of the Rector, the General Director, a member of the Board of Directors, or a Professor of the contracting structure;
- full Professors currently employed for a mandate, an office, or a task among those defined under Article 13 of Presidential Decree No 382 of 11.07.1980, and subsequent amendments and integrations;
- grant-holders of the reference University or other Italian Universities as specified under Article 1 of Law 398 of 30.11.1989;
- subjects enrolled in Ph.D. programmes of the reference University or other Universities;
- students enrolled in the educational structure that issued the call.

The requirements for the allocation of the assignment should be fulfilled upon the expiration date of this call.

Article 3 **Application procedures**

The applicants shall submit their application to the selection procedure by following the online procedure at the following link:

<https://apps.unive.it/domandeconcorso-en/accesso/did-cicf-bac-01-21-005>

by the mandatory deadline defined under Article 1 above.

Please note: the applicant shall complete all required fields and attach relevant documents. After this step, the applicant will receive a personal alpha-numeric code at the e-mail address provided in the application. By the above-mentioned deadline, applicants can use this alpha-numeric code to access the application, change the information provided in the application, and replace attached files.

The link to the application page will no longer be active to change or fill the form after the deadline set out by the call.

Any application submitted in ways other than the online application form and online attachments is not eligible for the selection process.

Any further information on the application procedure is available by reaching the International College Secretary Office at collegio.internazionale@unive.it or +39 041 2765 427 opening hours: from Mon to Fri /from 9 am to 5 pm.

Applicants shall attach the application form and the following documents:

1. Copy of a valid identity document
2. Blind *Curriculum Vitae* in European format (PDF/A) or similar format with the same contents, including personal data and contact reference, scientific relevant publications (max 5), teaching experience and education (**unsigned copy**) -file size less than 1 MB (form available for download at <https://www.unive.it/bandidocenzacollegiointernazionale> and **without personal data** (i.e., personal contacts, tax code, mobile number, and picture), with academic training and scientific publications (the Committee may request the submission of the original publications) and any other information relevant for comparison among applicants
3. **Original printed and Signed copy (handwritten signature)** of the same *Curriculum Vitae*.

as for those applying for a contract:

4. **Unsigned** *Statement for the assignment of offices at Ca' Foscari University of Venice* (PDF/A format) - file size less than 1 MB (form available for download at <https://www.unive.it/bandidocenzacollegiointernazionale>)
5. **Original printed and Signed copy (handwritten signature)** of the *Statement*.

PLEASE NOTE: Please note, the submission of 2 copies of the *Curriculum Vitae* and the *Statement* as requested above under 2, 3, 4 and 5, complies with the Privacy Regulations.

In case of contract awarding, the unsigned copy of said documents will be published online at <http://www.consulentipubblici.gov.it/> and on the University website, under the "Transparency" section [<https://www.unive.it/titolari-incarichi/>] pursuant to Article 15 of Decree Law No 33/2013 and Article 53 of Decree Law No 165/2001;

in case of **staff members already employed within the University:**

6. Copy of the authorisation signed by the structure they are currently working in, or copy of the request submitted to their current Employer, as well as a statement containing information on the workload for the academic year 2021/2022;

as for **subjects employed in other offices of the Public Administration**

7. Copy of a statement of compliance with the obligations related to the performance of extra work assignments as provided by the administration they belong to, of which under Article. 53 of Decree Law No 165/2001 and subsequent amendments. Please note that pursuant to Article 7, para. 2 of the Regulations, the University is entitled to ratify a contract and award the assignment to employees of the Public Administrations, subject to issue of an authorisation by the Administration pursuant to the applicable law.

as for **non-EU applicants**

8. Copy of the residence permit

Applicants shall provide their contact details (address for communications, phone number, mobile number, and e-mail) in the application form.

The University Administration shall not be considered liable for any loss or dissemination of information caused by the incorrect communication of the applicants' address or, by late communication of changes in the address specified in the form, or for any inconvenience related to the post office, or third parties, unforeseeable cases, or force majeure.

The information provided in the form will be used to formalise the job assignment for short-listed candidates. For this reason, any changes shall be notified via mail to the International College (collegio.internazionale@unive.it) or, as for educational offices for University employees, by communication to the Teaching Staff Office (*Ufficio Personale Docente e CEL*) (pdoc.incarichi@unive.it).

Article 4 **Assessment and Assignment**

A specific Commission appointed under Article 3, para. 7 of the Regulations will carry out the assessment procedure; the Committee aims to verify the scientific and professional competencies of the applicants. The Committee will short-list the applicants according to their scientific and professional competencies by providing adequate reasons for this decision in the assessment document.

The assessment will cover the scientific-disciplinary sectors related to the educational activity in question, and to the specific type of educational assignment; following the definition of the assessment criteria, the Committee will evaluate:

- previous research activities;
- work experience in the field of education and specifically, related to the above educational tasks performed within or outside the University, and the use of innovative teaching methods;
- publications and other academic and scientific degrees
- all information contained in the resume and the adequacy to the College educational project

The Committee will:

- define the assessment criteria and parameters;
- verify the requirements of applicants;
- assess and compare the short-listed applicants;
- identify eligible candidates, assess the best candidate among the applicants, and list the final results with the score in decreasing order;
- propose the jobs to the applicants. This proposal will be submitted to the Studies Committee of Collegio Internazionale for approval, at the first meeting.

In the case of certified equal professional and scientific competencies, precedence is given to University Professors and Researchers of the reference disciplinary and scientific sectors.

In case of similar qualifications, preference will be given to the applicants in possession of Ph.D., medical specialisation, or equivalent certifications obtained abroad, as well as the scientific qualification defined under Article 16 of Law 240/2010, without prejudice to those employed by the University as full Professors.

In the case of equal qualifications and competencies, preference will be given to the younger applicant.

After the assessment procedure, the Committee will expressly state the name of the successful candidate and draft a ranking to be approved by the College Studies Committee which will resolve the allocation of the assignments; said list will be valid up to the end of the academic year specified in this call; the Collegio Internazionale may use it in case of future needs.

After the draft of the first ranking and short-listing, the list may be used again within the academic year of reference specified in this call. In case the candidate refuses the job, the candidate short-listed immediately after on the list will take their position. In this case, the candidate who has refused will remain on the list for future short-listing of the same list.

The list and the assignments will be published online on the University website <http://www.unive.it/bandidocenzacollegiointernazionale> by 30 days from the approval of the list on behalf of the Studies Committee of the International College. The above publication constitutes formal notification.

The University reserves its right not to ratify a contract/assign the job specified in the call if new assessments and changes occurred in the requirements required to apply for the teaching assignments and/or related to the allocated financial budget for the academic year 2021/2022.

Further information on:

- the assessment procedure and the ratification of contracts are available at the Secretary Office of the International College (contact Debora Ferro - phone 041 2765 427, e-mail: collegio.internazionale@unive.it).
- the formalisation of the teaching assignments allocated to University employees by Rector's Decree (see Article 5 of this call) are available by reaching the University Teaching Staff Office (*Ufficio Personale Docente e CEL*) (contact person Mr. Patrik Sambo - phone 041 234 7034 – 8203 - 8254

As for the staff that is not employed by Ca' Foscari University, the University also reserves the right not to confer the assignment specified under this call if the candidate fails to comply with the maximum working hours *per capita* as provided by Article 7 para. 4¹ of the Regulation.

¹ “*In any case, the same candidate not employed by the University cannot be awarded teaching assignments for Bachelor, Master, and Ph.D. courses for a total amount of hours exceeding 120 per University academic year, without prejudice to motivated and extraordinary teaching/University needs, and, in any case, not exceeding the maximum threshold of 180 hours.*”

Article 5 **Contract Ratification**

Based on Article 4 of the Regulations, University employees will receive a teaching assignment contract conferred by Rector's Decree; non-University subjects will receive a private-law contract of self-employment.

The assignment of a contract, for valuable consideration, to University Professors or Researchers of Ca' Foscari University may be carried out provided that the candidate complies with the obligatory teaching tasks set out in the provisions of the *University General Regulations for the assignment, self-certification, and assessment of teaching and service tasks to students on behalf of lecturers and researchers pursuant to Article 6 of Law No 240/2010* issued by Regional Decree No 977 of 14/11/2011 and subsequent amendments and integrations; The payment of the salary is, therefore, subject to the completion of the verifications thereof.

In any case, the assignment of University full-time Researchers contracts will be subject to compensation based on the provisions defined under Article 4 of the Regulations only for working hours exceeding the total of 350 hours for full-time Researchers, 200 hours for associate Researchers (fixed time), in line with the provisions of the *University General Regulations for the assignment, self-certification, and assessment of teaching and service tasks to students on behalf of lecturers and researchers pursuant to Article 6, para. 7 of Law 240/2010*.

Given the type of assignment and the related commitment requested to the candidate, the private-law contracts ratified to allocate the teaching assignment will be collaboration contracts, excluding the subjects having personal VAT No.

The contracts can be ratified with employees from other Public Administrations, as envisaged by Article 53 of Decree Law No 165/2001 and subsequent amendments and integrations and, in any case, by complying with the regulations on extra work assignments as set out by the Administration currently employing the candidate.

The foregoing shall be without prejudice to the laws ruling on the allocation of remunerated posts to public employees with a full-time contract.

Based on Article 9 of the Regulations, the maximum duration of the awarded contract is one academic year and can be renewed each year for a total of five years, if necessary, provided that the financial coverage is ensured, and a positive assessment of the job performance is submitted.

Upon the ratification of the contract, the Professor might be required to sign the original paper document or the electronic document by means of digital signature. Successful candidates shall verify that they possess an adequate device to create a digital signature in line with the standards set out by *AGID-Agenzia per l'Italia Digitale* (Agency for Digital Italy) (<https://www.agid.gov.it/it/piattaforme/firma-elettronica-qualificata/prestatori-di-servizi-fiduciari-attivi-in-italia>) and, if this is not the case, to equip them with said device and signature in time.

Over the whole duration of their contract, the Contract Holders undertake not to carry out activities that may result in a conflict of interests with their teaching assignment or may be harmful to the University. The assignment holders (contract or collaboration) other than employees of Ca' Foscari University of Venice, undertake not to exceed the maximum total teaching hours for official courses in the different structures of the University, for the academic year 2021/2022, as provided under Article 7 para.4 of the Regulations.

As for the termination of the contract, the provisions stated under Article 10 of the Regulations, the applicable law, and the contractual terms apply.

Non-EU citizens applicants:

Non-EU applicants residing in Italy:

the ratification of teaching contracts is subject to the possession of a residence card/residence permit for long-term EC residents or a residence permit enabling self-employment in Italy for the whole duration of the teaching contract. A copy of the said document shall be attached when applying for the call to perform all legal verifications and obligations.

Non-EU applicants not residing in Italy:

the ratification of teaching contracts is subject to the issue of a residence permit for the foreign citizen according to the procedure of entry in Italy for work reasons, which shall be formalised before the beginning of the lessons. Otherwise, to comply with the planned programme, the Collegio Internazionale might appoint another eligible candidate by following the ranking drafted by the Committee.

Article 6
Obligations of Contract Holders

Contract Holders shall guarantee the performance of all activities connected to the assigned teaching task and other activities related to the educational planning of the International College according to the programme to be defined by the International College.

More specifically, Contract Holders shall guarantee:

- the envisaged teaching hours according to the specifications reported in the educational planning for the academic year 2021/2022 (please refer to the list of teaching assignments under Article 1 of this call);
- Meetings with the students: at least 1 hour per week during the teaching hours and the additional week (if present), in addition to a minimum of 1 hour to be distributed before each exam session;
- the performance of progress examinations at the end of the teaching course during the exam sessions, arranged over the academic year according to the schedule available on the University website at <https://www.unive.it/calendario>

Successful applicants are, henceforth, required to consent to the planning and organisation of their teachings in terms of location, timetable, teaching hours, and management of the lesson register, as defined by the University.

The teaching hours are distributed across 1 or 2 weekdays unless otherwise specified due to the teaching needs of the Study courses. The Contract Holder shall define the syllabus, in agreement with the Minor's Coordinator and published by the Contract Holder in the relevant University web section by 15 days from the ratification of the contract and, in any case, one week before the beginning of the lessons.

The Contract Holder shall also publish the learning resources – video-lessons, handouts, and links for further study, self-assessment tests, if any, etc....– on the University e-learning platform <https://moodle.unive.it/> and use the technological resources to carry out the lessons if required by the University.

The Contract Holder may assist students in their graduation theses and act as a member of the graduation committee for at least 12 months after the expiration of the contract.

The remuneration will be paid after the expiration of the contract and following the verification of the regular performance of all contractual obligations of the Contract Holder.

According to any indications and requests on behalf of the competent teaching structure, Contract Holders are required to modify the organisational aspects of the assignment contracted to them (see Article 1).

The Contract Holder shall comply with the contractual obligations for full Professor as defined under the University Regulations, where applicable, and the Ethical and Conduct Codes against sexual harassment of the Ca' Foscari University of Venice, and shall notify the University, at least 30 days in advance, in case of early termination of the contract for just cause.

The Contract Holder undertakes to post their *curriculum vitae* in European format and any information related to their teaching assignment (e.g., teaching schedule) on the University website according to the indications and procedures provided by the Secretary Office of the International College.

The Contract Holder also undertakes to submit the contract, duly signed, to the Secretary Office of the

International College 5 (five) days before the starting date envisaged in the contract. Any changes to this term shall be expressly agreed upon with the Secretary Office of the Department/Structure.

The gross salary for the teaching assignment, as provided in the teaching assignments reported in the call, is defined by Resolution of the Board of Directors No 112 of 7 October 2011.

The Contract Holder undertakes to comply with the provisions related to health and safety in the workplace during the performance of their assignments (Ministerial Decree No 363/1998; Decree Law No 81/2008 and following amendments and integrations, State-Regions Agreement of 21/12/2011) according to the terms and modalities that will be provided by the Ca' Foscari University of Venice.

Article 7 **Processing of personal information**

The Ca' Foscari University of Venice (Dorsoduro n. 3246, 30123 Venice, PEC (certified mail) protocollo@pec.unive.it), Data controller, will process the personal information provided by the candidates, or otherwise acquired by the University, only for the selection procedure, in compliance with applicable EU and national regulations (EU Regulation 2016/679/EC and 196/2003). The provision of said data is required to assess the applicants' requirements and certifications. For further information please read the policy privacy available for download at <https://www.unive.it/informativacandidatiselezione>.

The lessons held by the Contract Holders may be video recorded and subsequently made available online for students according to the indications provided by the University.

Article 8 **Reference**

For matters not envisaged by this call, please refer to the provisions of the University Regulations and the general provisions set out by law, if applicable.

The use of both masculine and feminine genders to refer to the recipients of this call shall be intended as referred to both genders and was only used to simplify the text.

DISCLAIMER: The English version is a translation of the original in Italian for information purposes only. In case of a discrepancy, the Italian original will prevail.

THE HEAD OF THE INTERNATIONAL COLLEGE
Prof. Marco Li Calzi

Endorsed by THE HEAD OF THE ADMINISTRATIVE PROCEDURE
Dott.ssa Debora Ferro

Venice, 20/05/2021