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## **Regulation for granting professorships and supplementary teaching assignments pursuant to Art. 23 of Law 240/2010**

### **Art. 1 - Subject**

1. This Regulation governs, pursuant to Art. 23 of Law 240/2010, the criteria, methods and procedures with which Ca' Foscari University of Venice, hereinafter referred to as "University", may grant professorships or supplementary teaching assignments, to cope with the teaching needs in all the degree programmes activated (Bachelor's Degree Programmes, Master's Degree programmes, Specialisation Courses, PhDs, Masters), within the related budget availability.

### **Art. 2 - Programming and procedures for assigning professorships**

1. The competent departments, when planning the teaching activities for the following academic year, once the full professors, the associate professors and the researchers have been assigned their teaching tasks, pursuant to Art. 6 of Law 240/2010, according to the specific procedures provided for by the University Regulation and by the resolutions of the University boards, shall indicate by justified resolution the possible need for specific experts to be awarded professorships and supplementary teaching tasks not yet assigned, without prejudice to compliance with budgetary constraints.
2. The plan for awarding courses and supplementary teaching activities subject to call shall be sent to the Central Administration, well in advance of the approval of the educational offer, to allow appropriate checks relating to financial coverage and compliance with the regulatory constraints on the number of courses that can be enabled at University level in accordance with current legislation on the matter.
3. The procedures for awarding the above courses and activities, pursuant to Art. 23 of Law 240/2010, are:
  - comparative evaluation procedures referred to in the following Articles 3 and 4;
  - direct award for the candidates referred to in the following Art. 5;
  - direct award for the candidates referred to in the following Art. 6
4. Without prejudice to any needs of the competent departments, connected to urgent and unpredictable situations, permanent researchers of the University who have not declared their availability to accept the professorship within the number of hours referred to in Law 240/2010 may not be awarded professorships. In any case, the award professorships to permanent researchers of the University will be paid according to the parameters defined pursuant to Art. 4 of this Regulation only for hours exceeding 350 (for full-time Researchers), or 200 (for "part-time" Researchers, ("Ricercatori a tempo definito" in Italian), in compliance with the provisions of the "University Regulation for the attribution, self-certification and the verification of the teaching and service tasks to students of professors and researchers pursuant to Art. 6, par. 7 of Law 240/2010".

### **Art. 3 - Comparative evaluation procedures**

1. The selection, carried out in compliance with the University Code of Ethics, shall aim at assessing the candidate's appropriate professional and scientific qualification in relation to the contents and characteristics of the teaching assignment to be granted. The selection shall be announced by a specific call published by the competent department.
2. The call shall indicate:
  - a. the name of the course or supplementary teaching activity, the type of activity to be carried out connected to it and the number of hours of classroom lessons;
  - b. the academic year of reference;
  - c. the location(s) where the activity is carried out;
  - d. the amount of the expected remuneration;
  - e. the procedures for submitting the application and the deadline;
  - f. the criteria and procedures adopted for comparative evaluation of candidates;
  - g. the additional characteristics and requirements for participation in the selection, without prejudice to legal requirements.

3. The call, the evaluation criteria of the committee, the titles of any written tests and the results of the selections will be published on the University website, in the open-access area.
4. The deadline for the calls may not be shorter than fifteen consecutive calendar days which, as a result of justified and exceptional needs connected with educational needs, may be reduced to ten.
5. Within the deadline established by the call, interested candidates shall send the application to the departments that published the call, according to the procedure provided for in the call, to which the documentation indicated therein shall be attached.
6. The requirements for participation shall exist at the date of expiry of the term established by the call for the submission of applications.
7. Applications, duly documented, shall be evaluated by the boards of the departments that have announced the selection or by committee, specifically appointed by the boards themselves and made up of at least three teachers, professors and/or researchers also from other universities, which shall verify the scientific and professional qualification of the candidates. The evaluation shall contain a justified evaluation on the scientific and professional qualification of the candidates, to be reported in the minutes, in relation to which the merit ranking will be drawn up.
8. Holding a PhD, medical specialisation, or equivalent qualifications obtained abroad, as well as the scientific qualification referred to in Article 16 of Law 240/2010 shall represent, in the presence of candidates with equal score, a preferential qualification for the purpose of awarding the assignment, without prejudice to the qualification of university teacher.
9. The merit ranking shall be approved, together with the documents relating to the selection procedure, by the board of the department that announced the selection and shall be published in the register of the same department as well as in the specific section on the University website.
10. In case of withdrawal of the first-ranked candidate or termination of the contract, the assignment may be granted to another eligible candidate according to the ranking order. The ranking shall be valid only for the academic year of reference and may also be used by other University departments upon verification of the consistency of the reference sector.
11. Once the first scrolling of the next-ranking candidates has been completed, the ranking may be used again only within the academic year of reference of the call.

#### **Art. 4 - Procedures for granting the assignments following a comparative assessment**

1. The assignments shall be granted, within the limits of the available funds, according to the following methods:
  - by Rector's Decree to university employees;
  - by a private law contract of self-employment, signed by the Rector or delegated official, to all other candidates not belonging to the university context.
2. Professors and researchers of the University shall only be paid upon fulfilment of the provisions regarding the teaching tasks provided for the Regulation pursuant to Art. 6, paragraph 2, of Law 240/2010. Therefore, payments shall be subject to the completion of the above checks.
3. Professors and researchers of the University may benefit from assignments not related to the teaching department to which they belong upon authorisation of the latter and upon drafting a self-declaration of the teaching assignments already granted by their department.
4. The remuneration for the assignments referred to in this article shall be established by resolution of the Board of Governors.

#### **Art. 5 - Direct award of assignments to highly qualified experts, including through agreement**

1. The assignments referred to in this article may be directly awarded, for consideration, to highly qualified experts with a significant scientific or professional curriculum.
2. The assignments referred to in this article may also be awarded free of charge within the limit of 5% of the staff of professors and researchers serving at the University (for each academic year). The assignment shall be proposed by the competent teaching department by also considering, if available, the teaching evaluation of the activity carried out acquired

through the questionnaire submitted to the students and the opinion made by the Joint Teachers-Students Committee. The assignment shall therefore be awarded, within the limit of budget availability, upon verification by the Evaluation Board of the adequacy of the scientific or professional curriculum. In case of renewal, the curriculum shall be subjected to a new verification by the Evaluation Board.

3. The remuneration to be granted for the assignments referred to in this article shall be established by the competent teaching department, in compliance with any limits defined by resolution of the Board of Governors.
4. The assignments referred to in this article may also be granted, on the basis of agreements with public bodies and Research Institutions pursuant to Art. 8 of Prime Ministerial Decree 593/1993. In this case, the expert to be awarded the assignment, upon existence of the requirements provided for in the assignments for consideration or non-remunerated referred to in this article, shall be selected according to procedures agreed between the University and the contracting institution that guarantee an adequate evaluation of the candidate's scientific and professional preparation.
5. The non-remunerated assignments stipulated as part of agreements with the entities referred to in the previous paragraph shall not contribute to the achievement of the limit referred to in paragraph 2 of this article.
6. The assignments referred to in paragraph 4 may also be granted, provided that they entail no costs to be borne by the University, also on the basis of agreements with Research Institutes other than those referred to in Art. 8 of Prime Ministerial Decree 593/1993 or private entities.

#### **Art. 6 - Contract professorships to foreign professors, scholars or professionals of undisputed good repute**

1. To promote internationalisation and pursuant to the provisions of Art. 23, paragraph 3, of Law 240/2010, the University may award, even by resorting to funds donated by private individuals, companies or foundations, contract professorships foreign professors, scholars or professionals of undisputed good repute.
2. The award of the assignment, upon proposal of the Rector, shall be resolved within the available budget by the Board of Governors, which shall also determine the remuneration, subject to the opinion of the Academic Senate.

#### **Art. 7 - Incompatibility**

1. The assignments referred to in these Regulations may not be awarded:
  - to candidates holding a degree of kinship or affinity, up to and including the fourth degree, with the Rector, the General Director, a member of the Board of Governors or with a Professor belonging to the department awarding the contract;
  - to full professors holding one of the mandates, roles or offices referred to in Art. 13 of the Presidential Decree No. 382 of 11.07.1980, and subsequent amendments;
  - to the holders of the scholarships referred to in Art. 1 of Law 398 of 30 November 1989 awarded by the University or other Italian universities;
  - to candidates enrolled in PhD courses at the University or other universities;
  - to students operating in the teaching department issuing the call.
2. As for employees of Public Administrations, the University may conclude the contract or the award of the assignment subject to the issue by the Administration to which they belong of a specific authorisation pursuant to current legislation.
3. The holders of assignments shall undertake not to carry out, for the whole duration of the assignment, activities implying a conflict of interest with the specific teaching activity carried out and which in any case may cause damage to the University.
4. In any case, professorships in Bachelor's degree programmes, Master's degree programmes and PhD courses, by contract and/or assignment, may not be awarded to the same person not employed by the University for a total number of hours exceeding 120 per academic year at University level, unless specific justified and exceptional teaching needs arise, and in any case within the limit of 180 hours.

#### **Art. 8 - Rights and duties of the persons in charge**

1. As part of the teaching planning, established by the competent teaching department, the holders of assignments shall carry out the teaching activities provided in the course, including

participation in all the committees for assessing students' results in the academic year of reference, which will in any case be detailed in the call referred to in Art. 3, also in terms of supplementary teaching activities. They may also:

- be part of the selection board of the final exam for the achievement of the qualification in the competent teaching department and in the academic year of reference;
  - supervise the theses for the achievement of academic qualifications issued by the University;
  - carry out any other activity required by the assignment.
2. Holders of assignments are required to participate in the meetings of the academic bodies, where this is established by the University's Charter and Regulation. In any case, they shall not participate in the resolutions of the academic bodies to which they belong when dealing with issues relating to the award of full professorships, assignments, as well as the signing of teaching contracts provided for in this Regulation. They are also required to participate in internal meetings established by the competent University departments.
  3. The holders of assignments shall also undertake to keep an updated register in to keep track of their classes, indicating the subject matter and other related activities
  4. They are also required to comply with the other obligations established for full professors by the Regulation, where applicable, and to comply with the University's Code of Ethics.

#### **Art. 9 - Duration, evaluation and renewal**

1. Professorships referred to in this Regulation shall last maximum one academic year and may be renewed annually for a maximum total period of five years, upon verification of financial coverage and positive evaluation of the activity carried out by the competent teaching department, which shall justify the persistence of the teaching needs that led to assignment.
2. Should the person in charge receive, in compliance with the University procedures, two consecutive negative evaluations in the analysis of the candidates or on the activity carried out, they may not participate in the selection procedures governed by this Regulation and relating to the following academic year, for the same disciplinary sector.

#### **Art. 10 – Termination of the contract**

1. The contracts shall provide for their automatic termination in the following cases:
  - unjustified failure to start the activity or delay; unjustified suspension of the activity for a period of more than three days. Only delays or interruptions due to serious health reasons or cases of force majeure duly proven and promptly communicated may be justified;
  - violation of the incompatibility scheme established by current legislation and by this Regulation.
  - violation of the principles and rules of conduct provided for in the University Codes.
2. In cases of serious non-compliance or in the cases provided for in Articles 2222 and following of the Italian Civil Code, the assignment may be terminated by decree of the Rector or delegated official upon detailed request of the competent teaching department.

#### **Art. 11 - Final and transitional provisions**

1. For anything not provided for in this Regulation and insofar as they are compatible, the internal provisions on the matter shall apply.