



Università
Ca' Foscari
Venezia

**University Regulations governing the recruitment
and treatment of fixed-term tenure track researchers
(RTT) pursuant to Article 24 of Law 240/2010 (as
amended by Law 79/2022)**

Contents

Art. 1 – Purpose and scope of application	Page 3
Art. 2 - Nature of the contract	Page 3
Art. 3 – Contract	Page 3
Art. 4 – Planning and funding	Page 3
Art. 5 – Call	Page 4
Art. 6 – Requirements for participation in the selection procedure	Page 5
Art. 7 – Selection Committee and procedures	Page 6
Art. 8 – Appointment	Page 7
Art. 9 – Conclusion of the contract	Page 7
Art. 10 – Incompatibility	Page 8
Art. 11 – Economic, tax, social security and insurance conditions	Page 8
Art. 12 – Forfeiture, withdrawal, termination	Page 9
Art. 13 – Evaluation for the purpose of being appointed associate professor	Page 9
Art. 14 – Emergency procedures	Page 11

Art. 1 – Purpose and scope of application

1. Pursuant to the principles set forth in the European Charter for Researchers, as per the recommendation of the Commission of the European Communities No. 251 of 11 March 2005, and within the resources available for the three-year personnel recruitment planning, these Regulations govern the recruitment methods, legal status and remuneration of fixed-term tenure track researchers (RTT - hereafter referred to as fixed-term researchers) as per Art. 24 of Law 240 of 30 December 2010 (modified by Law 79/2022), as well as the procedures for carrying out and evaluating their activities.

Art. 2 - Nature of the contract

1. The employment contract between the University and the fixed-term researcher is governed by a private-law contract of employment concluded in accordance with the applicable provisions in force, also with regard to tax, welfare and social security treatment.
2. The conclusion of the contracts referred to in paragraph 1 of this Article has the purpose of carrying out research, teaching, supplementary teaching and student service activities.
3. How the activities referred to in paragraph 2 of this Article should be carried out is described in the contract and in the University regulations.

Art. 3 – Contract

1. The contract is valid for a total of six years and is non-renewable.
2. The contract may be full-time or part-time, as specified in the call for applications. The type of contract may be changed after one year since taking up the job, pursuant to the procedures set out in the University Regulations under “Regulations governing the working hours of professors and researchers”.
3. The contract shall not grant any rights in relation to tenure. The performance of the contract grants priority in competitions for public sector employment.
4. The total annual number of working hours to be devoted to teaching, supplementary teaching and student service activities is set out in the Regulation governing the self-certification and assessment of the teaching and student service activities of faculty and researchers pursuant to Article 6, paragraph 7 of Law No. 240/2010.

Art. 4 – Planning and funding

1. The recruitment of fixed-term researchers is performed, pursuant to Article 18, paragraph 2 of Law No. 240/2010, as part of the three-year personnel recruitment planning that ensures the sustainability of salary costs over time, with funds allocated for this purpose in the University budget.
2. Pursuant to Article 18, paragraph 3 of Law No. 240/2010, the costs deriving from the contracts referred to in these Regulations may be borne in full by other public and private entities subject to the stipulation of conventions/agreements that include the recruitment of researchers among the types of expenditure eligible for funding. The funds must be sufficient to cover the costs of the position (RTT and associate professor) for no less than fifteen years. Should the sponsor

- choose to transfer the funds in several instalments, they must sign an adequate bank or insurance guarantee corresponding to the undisbursed amount at the time of signing.
3. As part of the three-year planning, the University shall allocate resources corresponding to at least one third of the amounts earmarked for the conclusion of the contracts referred to in these Regulations, in favour of candidates who have attended PhD courses or carried out research activities on the basis of a formal assignment, excluding free-of-charge activities, at Universities or research institutes, Italian or foreign, other than Ca' Foscari University, for at least thirty-six months, including cumulatively. The University may carry out selection procedures reserved to candidates in possession of the above-mentioned requirement.
 4. A contract may be concluded not only as a result of the procedures carried out by the University in accordance with the provisions of these regulations, but also following selection procedures carried out by the Ministries, by the European Union and by other national or international research bodies, as part of competitive funding initiatives providing for the winner to be employed with a fixed-term contract.
 5. Fixed-term researchers may also be appointed by direct call, pursuant to Article 1 paragraph 9 of Law No. 230 of 4 November 2005 and subsequent amendments.
 6. The Department Board, in line with the three-year planning and any funding obtained, and with the needs relating to research, teaching, supplementary teaching and student services activities, shall resolve on requests for the activation of fixed-term researcher contracts.
 7. The resolution of the Department Board shall contain:
 - a) the specific academic discipline/s and profile, indicated solely with one or more academic disciplines;
 - b) the specific required tasks, in terms of research, teaching, supplementary teaching and student service activities;
 - c) the working hours commitment (full-time or part-time);
 - d) the foreign language, if any, to be ascertained through an oral test pursuant to Article 24 paragraph 2(c) of Law 240/2010;
 - e) the language spoken during the discussion of qualifications and publications;
 - f) the maximum number of publications (not less than twelve) that each candidate may submit, in addition to their PhD thesis;
 - g) the selection criteria in case of ex-aequo evaluations. Such criteria shall be in line with the needs of the Department (three-year development plan and/or research programme, and/or teaching needs);
 - h) the amount of available funding with an indication of its source if funding is external to the University;
 - i) the specific research project/programme (or programmes/projects) to which the contract is connected (if any), including all the information necessary to identify it unequivocally.
 8. The Academic Senate, possibly availing itself of the assistance of a preliminary committee, shall assess the proposals received from the Departments and verify the consistency of the requests against the three-year planning and the teaching and research needs of the University. It shall then express its opinion and submit it to the Board of Governors.
 9. The Board of Governors, based on the opinion of the Academic Senate and in compliance with the available resources, shall decide the fixed-term researcher positions to be activated and initiate the selection procedures.

Art. 5 – Call

1. The call for applications for the selection procedure shall be issued by the Rector of the University at the request of the proposing Department and shall be published by notice in the

Official Gazette (*Gazzetta Ufficiale*) of the Italian Republic, placed on the University website and sent to the Ministry of University and Research and to the European Union for publication on their respective websites. The call shall be written in Italian and in English.

2. The call shall include:
 - a) the specific academic discipline/s and profile, indicated solely with one or more academic disciplines;
 - b) the specific required tasks in terms of research, teaching, supplementary teaching and student service activities;
 - c) the working hours commitment (full-time or part-time);
 - d) the foreign language, if any, to be ascertained through an oral test pursuant to Article 24 paragraph 2(c) of Law 240/2010;
 - e) the language spoken during the discussion of qualifications and publications;
 - f) the maximum number of publications (not less than twelve) that each candidate may submit, in addition to their PhD thesis;
 - g) the selection criteria in case of *ex-aequo* evaluations. Such criteria shall be in line with the needs of the Department (three-year development plan and/or research programme, and/or teaching needs);
 - h) the amount of available funding with an indication of its source if funding is external to the University; the specific research project/programme (or programmes/projects) to which the contract is connected (if any), including all the information necessary to identify it unequivocally;
 - i) the rights and duties of the fixed-term researcher;
 - j) the remuneration and social security clauses;
 - k) the relevant department and prevalent place of activity;
 - l) the selection procedures and the related admission requirements as provided for by Article 6 of these regulations;
 - a) the criteria and parameters for evaluating the qualifications, curriculum and relevant publications, including the PhD thesis, which are recognised internationally and identified by Ministerial Decree after consultation with ANVUR (Italian National Agency for the Evaluation of Universities and Research Institutes) and CUN (Italian National University Council). Pending the issuance of the decree referred to in the preceding paragraph, the parameters and criteria referred to in the Ministerial Decree adopted in the implementation of Article 1, paragraph 7, of Decree-Law No. 180 of 10 November 2008, converted, with amendments, by Law No. 1 of 9 January 2009, and in accordance with any indications expressed by the Board of Governors when allocating positions, after consultation with the Academic Senate, in relation to the objectives defined by the University's strategic plan and in accordance with the evaluation guidelines set out in Appendix 1 to these regulations, shall apply.
 - m) the deadline for submitting applications to take part in the selection procedure, which shall start on the day following the date of publication of the notice on the University's website and may not be shorter than thirty days.
 - n) methods for the electronic submission of applications, qualifications and publications.

Art. 6 – Requirements for participation in the selection procedure

1. EU or non-EU candidates holding a PhD or equivalent qualification, obtained in Italy or abroad, shall be admitted to participate in the selection procedure.
2. Selection procedures are not open to:
 - a. full and associate university professors and university researchers already hired under permanent contracts, even if no longer employed;

- b. individuals who have already worked for at least three years under the contracts referred to in the present Regulation;
 - c. individuals who, at the time of submitting their application, have a degree of kinship or affinity up to and including the fourth degree with a professor belonging to the Department issuing the call, with the Rector, with the General Director or with a member of the University Board of Governors.
3. The requirements described shall exist at the deadline for submission of applications.
 4. Exclusion from the selection shall be justified by a Rector's provision notified to the candidate concerned.

Art. 7 – Selection Committee and procedures

1. Candidates shall be evaluated by a dedicated Committee, proposed by resolution of the Departmental Board, and appointed by Rector's decree. Only full and associate professors shall be part of the Committee.
2. The Committee shall be made up of at least three members, chosen from among full university professors, the majority of whom shall be external to the University, including from foreign universities.
3. The Committee members shall have carried out continuous international research activities in the previous five years and, where applicable, shall meet the requirements set forth in Article 6, paragraphs 7 and 8 of Law 240/2010 and in current legislation. The Selection Committee shall be appointed in compliance with the rules on incompatibility and conflict of interest, as well as those provided for in the University's Code of Ethics and Conduct. In particular, members of the Committee cannot have been the candidates' PhD thesis supervisors/tutors. More specifically, any past or current relationship between members and candidates shall be disclosed in the declarations on the absence of conflict of interest made by the Committee members.
4. Committee members may remain in office for a maximum of two procedures in each calendar year, considering both the procedures relating to researcher positions and those relating to professor positions. The number of procedures may be extended to a maximum of three for academic recruitment groups (gruppi scientifico-disciplinari) with a limited number of professors.
5. In carrying out its activity, the Committee shall comply with the following provisions:
 - a. preliminary evaluation of the candidates, with justified analytical judgement of their qualifications, curriculum and academic publications, according to internationally recognised criteria and parameters, identified by Ministerial Decree, after consulting ANVUR and CUN. Pending the issuance of the decree referred to in the preceding paragraph, the parameters and criteria referred to in the Ministerial Decree adopted in the implementation of Article 1, paragraph 7, of Decree-Law No. 180 of 10 November 2008, converted, with amendments, by Law No. 1 of 9 January 2009, and in accordance with any indications expressed by the Board of Governors when allocating positions, after consultation with the Academic Senate, in relation to the objectives defined by the University's strategic plan and in accordance with the evaluation guidelines set out in Appendix 1 to these regulations, shall apply.
 - b. based on the preliminary assessment, admission of 10 to 20 per cent of the comparatively most deserving candidates (and in any case not less than six) to the public interview with the Committee. The interview will be used to discuss qualifications and academic publications. If there are six or less than six candidates, they shall all be admitted to the interview; at the end of the interview, the Committee shall award points to the qualifications and to each of the publications presented by the candidates admitted to the interview;

- c. discussion with the candidates concerning their qualifications and academic publications will be in the language announced in the call for applications. The discussion shall be carried out in public or online session ensuring the principle of transparency;
 - d. if several candidates obtain final scores above passing, the Committee shall identify the winning candidate and rank the others according to merit.
6. Written and oral exams shall not be in order for the evaluation of candidates, with the exception of the oral test aimed at assessing adequate proficiency in the foreign language provided for in the call, which shall take place at the same time as the discussion of qualifications and publications. To assess proficiency in the foreign language, the Committee may be supported by one or more experts. The date of the interview will be announced with at least 15 days' notice, according to the procedures provided for in the call.
7. The Committee carries out its work in the presence of all its members, makes its decisions by an absolute majority and may resort, at any stage of the procedure, to IT tools of collegial work.
8. The acts of the Committee shall consist of the minutes of the meetings, with related decisions attached, and shall be sent within 7 days from the conclusion of the work by the Chairman of the Committee to the competent University Office for verification and approval within thirty days by Rector's Decree.
9. Once approved, the documents shall be sent to the Department Director responsible for issuing the call for applications.
10. The Committee shall conclude its work within three months from the date of the appointment, unless otherwise provided. The deadline may be extended for proven and exceptional reasons notified by the Chairman of the Committee. Should the works not be completed by the set deadline, the Rector, by a justified provision, shall start the procedures for replacing the members deemed responsible for the delay, while setting a new deadline for the conclusion of the works.
11. In evaluating the applications and drafting the minutes, the Committee shall comply with the guidelines provided in paragraph 5 above and the provisions laid down by the University.

Art. 8 – Appointment

1. Within 40 days from the receipt of the approved documents the Department Board shall deliberate on the proposal for the appointment of the winning candidate, as resulting from the judgements expressed by the Selection Committee. In the case of candidates having the same score, the resolution shall include the specific reasons for choosing the candidate, in compliance with the criteria set out in the call for applications.
2. The resolution referred to in paragraph 1 shall be adopted, with justified reasons, on the basis of the results of the evaluation made by the Committee and in relation to the criteria defined in the call in the event of a tie between candidates, after verifying that the incompatibility referred to in Article 18, paragraph 1(b) of Law 240/2010 and the incompatibilities provided for by current legislation do not exist.
3. The resolution referred to in paragraph 1 shall be passed with the favourable vote of the absolute majority of full and associate professors, and shall be forwarded, together with the acts of the Committee, by the competent Office to the Board of Governors for the approval of the appointment.
4. In the event of withdrawal, non-acceptance or resignation by the winning candidate referred to in paragraph 1, within six months from the assignment of the position, the Department may submit to the Board of Governors a proposal for the appointment of another candidate deemed eligible by the Committee in accordance with the score ranking. In any case, this appointment shall become effective no later than one year from the date of approval of the acts and without

prejudice to compliance with the legal constraints on recruitment and compatibility with the financial resources covering the contract.

Art. 9 – Conclusion of the contract

1. The contract must be entered into by the non-extendible deadline of ninety days after the conclusion of the selection process. Failure to conclude the contract for reasons attributable to the University shall prevent the University from issuing new selection procedures for the same academic discipline over the following three years.
2. The Administration, upon conclusion of the individual fixed-term employment contract, shall invite the interested party to submit within 30 days the documentation required by the provisions in force and those specified in the call. The Rector or their delegate shall conclude the contract on behalf of the University.
3. The Department shall decide when the employee is to take up the position based on research and teaching needs and subject to financial availability and any legal constraints.
4. The fixed-term private-law contract of employment shall include, among other things:
 - a. the start date and end date of employment;
 - b. the principal workplace;
 - c. the number of working hours to be performed by the fixed-term researcher (full-time or part-time);
 - d. the activities to be carried out in accordance with the provisions of Article 5, paragraph 2(b);
 - e. details of the overall remuneration;
 - f. details concerning the three-month probationary period;
 - g. the grounds for termination of the contract referred to in Article 13 below.
5. The probationary period is suspended in the event of absence due to illness or accident. In this case the fixed-term researcher is entitled to retain the position for a maximum period of six months, after which the employment relationship shall automatically end, no notification being required and no right to notice or other compensation being given. At the end of the probationary period, provided that the employment relationship has not been terminated by either party, the fixed-term researcher is confirmed in service and is granted seniority from the day of recruitment.

Art. 10 – Incompatibility

1. Contracts are incompatible with:
 - a) any other employment relationship with public or private entities, including part-time or fixed-term positions, without prejudice to the provisions of paragraph 3 of this Article;
 - b) the holding of contracts and research grants, including at other universities or public research bodies;
 - c) doctoral and post-doctoral fellowships and in general scholarships in any guise awarded by domestic or foreign institutions, except where this is for the purpose of international mobility for research purposes.
2. For all matters not provided for in this Article and for incompatibilities and authorisations to carry out paid external assignments, the laws and regulations in force apply.
3. Pursuant to Article 24, paragraph 9-bis of Law No. 240/2010, for the entire duration of the contracts referred to in these regulations, state
4. employees shall be placed, without any allowance or social security contributions, on leave of absence or on non-tenure track, if such a position is envisaged by the regulations governing their position.

Art. 11 – Economic, tax, social security and insurance conditions

1. The remuneration due to fixed-term researchers is established by the Board of Governors within the limits of what is provided by law or based on ministerial guidelines.
2. The remuneration is reassessed annually to the extent and in the manner established for the adjustments of the remuneration due to staff employed under public law as per Article 3, paragraph 2 of Legislative Decree No. 165/2001.
3. The economic and career advancement envisaged for permanent researchers does not apply to fixed-term researchers.
4. The employment relationship is also regulated by the relevant provisions in force, including those concerning the tax, welfare and social security treatment of employees.

Art. 12 – Forfeiture, withdrawal, termination.

1. The employment relationship shall be terminated at the end of the stipulated period or by the withdrawal of one of the parties or due to any other cause provided for by the regulations in force.
2. Failure to take office or to stipulate the contract by the deadline set in accordance with Art. 9, paragraph 1, will result in forfeiture of the right to the contract, except in the case of delays due to documented severe health reasons or cases of force majeure.
3. During the probationary period either party may withdraw from the contract at any time without notice or compensation in lieu of notice. The withdrawal shall take effect from the day on which the relevant written notice is received by the other party. Withdrawal by the University must be justified.
4. Withdrawal from the contract may take place, even after the probationary period referred to in Art. 9, paragraph 4(f), and until the expiry of the contract, should a cause arise that, pursuant to Art. 2119 of the Italian Civil Code, does not allow the continuation of the employment relationship, even on a temporary basis. In the event of withdrawal from the contract, the fixed-term researcher is required to give 30 days' notice in writing to the University Rector. Failure to give notice shall entitle the University to not compensate the fixed-term researcher for an amount corresponding to the salary for the period of notice not given. The University may withdraw from the contract for just cause, giving written notice to be sent to the researcher's residence.
5. Termination of the employment relationship may occur in the cases envisaged by the regulations in force, which include serious and material breach pursuant to the provisions of Articles 1453 and following of the Civil Code committed by the fixed-term researcher. Such conditions must be promptly reported and justified by the Department Director to the Rector. In any case, the following are to be considered as grounds for automatic termination of the employment relationship:
 - a) cancellation of one of the stages of the selection procedure underlying the appointment;
 - b) unjustified failure to undertake teaching and research activities within the term provided for by the contract;
 - c) breach of the incompatibility provisions set out in the Regulation.
6. In the cases referred to in the previous paragraphs, remuneration shall be proportionate to the period of activity performed.

Art. 13 – Evaluation for the purpose of being appointed associate professor

1. According to the resources available for planning, starting from the end of the third year of the contract and for each of the following years, but no later than 120 days prior to the expiry of the

contract, the University shall evaluate, at the request of the interested party, and following a proposal by the Department Board, the holder of the contract, who has obtained the national scientific habilitation referred to in Article 16 of Law 240/2010, for the purpose of nomination as associate professor, pursuant to Article 18, paragraph 1(e) of Law 240/2010.

2. Individuals who meet the requirements and wish to be evaluated for the purpose of being nominated associate professors must submit a specific application to the Department they belong to. Applications must include a report on all the teaching, research and management activities carried out during the period of service. The proposals for initiating the procedure received from the Departments are considered as part of the personnel recruitment planning and in line with the allocated resources, and are submitted to the Board of Governors for approval.
3. The procedure shall be advertised on the University's website.
4. The Selection Committee in charge of the evaluation shall be appointed by Rector's Decree upon proposal of the Department Board involved.
5. The Committee shall be composed of at least three full professors, or professors holding an equivalent role according to the correspondence tables defined by the MUR. The members of the Committee shall belong to the academic discipline that the selection concerns. Should the Department, in its decision to fill the post referred to in Article 4, paragraph 4(a), indicate one or more academic disciplines, the members of the Committee shall be selected exclusively from the academic disciplines indicated.
6. In compliance with the requirements set forth in this Article, a member of the Committee, who may also be internal to the University, shall be proposed by the Department Board concerned. The member proposed by the Department must possess the scientific qualification required in paragraph 10 below. The remaining members, external to the University, shall be drawn by lot from the lists referred to in paragraph 7 below by the Department making the selection in a manner that guarantees the transparency, and impartiality of the public drawing procedure.
7. All drawn members shall be part of national lists of professors of high academic standing at international level. These lists shall be compiled in the same manner as for those used for determining the lists of commissioners for the national scientific habilitation referred to in Article 16 of Law 240/2010.
8. The drawing by lot of Committee members referred to in Paragraph 6 above may also take place after the Department has identified a short-list of at least ten names from among those on the national lists referred to in paragraph 7 above who belong to the relevant academic disciplines or, in the absence thereof or if there are particular reasons of disciplinary affinity, to the academic disciplines identified in the call for applications.
9. Should the specific national lists referred to in paragraph 7 above not exist, the lists of commissioners for the national scientific habilitation prepared by ANVUR shall be used instead. Where it is not possible or appropriate, in accordance with paragraph 8 above, to use such lists, members will be selected among associate professors with a scientific qualification consistent with the criteria and parameters established for the admission to the aforesaid lists and taking into account the median values calculated by ANVUR, separately for bibliometric and non-bibliometric sectors. In this case, the candidate member must certify their compliance with the requirements and provide adequate evidence thereof.
10. Candidates who are current members of the National Scientific Habilitation Committee for the positions of full and associate professors may not, however, be members of the Committees referred to in this Article. Furthermore, professors who were members of the Selection Committee in the procedure resulting in the appointment of the fixed-term researcher may not be members of the Committee. The Selection Committee shall be appointed in compliance with the rules on incompatibility and conflict of interest, as well as those provided for in the University's Code of Ethics and Conduct. More specifically, any past or current relationship

between members and candidates shall be disclosed in the declarations on the absence of conflict of interest made by the Committee members.

11. Committee members may remain in office for a maximum of two procedures in each calendar year, considering both the procedures relating to professor positions and those relating to researcher positions. The number of procedures may be extended to a maximum of three for academic recruitment groups with a limited number of professors.
12. The Committee shall appoint one of its members as Chairperson and one as Secretary in charge of drafting the minutes.
13. The Committee carries out its work in the presence of all its members and makes its decisions by an absolute majority.
14. The Committee may resort, at any stage of the procedure, to IT tools of collegial work.
15. The Committee shall complete its work within one month from the date of its appointment.
16. For its evaluation the Committee shall adopt the reference chart contained in Annex 2 to these regulations, which identifies the internationally recognised quality standards for the evaluation, in line with the criteria set out in the relevant Ministerial Decree. The assessment shall in any case include a teaching test in the relevant academic discipline. The test will last 45 minutes. The Committee shall inform the candidate of the date on which the test is to be held, its contents and the relevant procedures with at least seven days' notice. The test may also be conducted online, guaranteeing in all cases its transparency.
17. The Committee may award up to a maximum of 100 points for the evaluation, of which 30 points for teaching activities (including the teaching test), 60 points for research activity and 10 points for organisational tasks related to teaching and research activities. The evaluation shall be considered positive when the researcher has obtained at least half of the maximum points attributable to the research activity and an overall score of 70/100 or more.
18. At the end of the evaluation, the Committee shall draw up a detailed report providing all useful information to support the appointment proposal.
19. In the event of a positive evaluation, in accordance with the provisions of the present Article, the Department shall propose to the Board of Governors, within 30 days, to nominate the holder of the contract as associate professor. The proposal resolution shall be passed by the Department Board with the favourable vote of the absolute majority of full and associate professors entitled to vote.
20. The nomination shall be approved by the Board of Governors, within the limits of the planning referred to in Article 18, paragraph 2 of Law 240/2010, which ensures the availability of the necessary resources in the event of a positive outcome of the evaluation procedure.

Art. 14 – Emergency procedures

1. Notwithstanding the standard selection procedures set forth in these regulations, in the event of duly justified exceptional cases requiring urgent action and/or specific requirements imposed by the European/national/regional funding rules, in order to ensure faster selection procedures and to avoid the risk of loss of funding, the Rector may provide that shorter deadlines and/or simplified or specific procedures be adopted in the call for applications, in compliance with the minimum deadlines and procedures established by mandatory legal provisions and the general criteria of appropriateness and proportionality.

Art. 15 - Transitional and final provisions

1. Pending the issuance of the Ministerial Decree containing the regulations on the new academic recruitment groups (gruppo scientifico-disciplinare) provided for by Article 15 of Law 240/2010, all the provisions contained in these regulations and referring to academic recruitment groups

shall be understood as referring to the academic recruitment fields (settore concorsuale) described in the norms in force prior to Law No. 79/2022 converting Decree Law No. 36/2022.

2. Pending the issuance of the Ministerial Decree referred to in paragraph 1 above, the members of the Committee referred to in Article 13 must belong to the academic recruitment field concerned. Failing this, or in case of particular reasons of disciplinary affinity, members shall be selected among professors belonging to the relevant group of academic disciplines or macro area. Should the Department, in its decision to fill the post, have indicated one or more academic disciplines, the members of the Committee shall be selected exclusively from the indicated academic disciplines.
3. Pending the issuance of the Ministerial Decree referred to in the first sentence of Article 24, paragraph 2(c) of Law 240/2010, the evaluation criteria and parameters referred to in Ministerial Decree No. 243/2011 shall apply.
4. Pursuant to Article 14, paragraph 6-septidécies, of Decree-Law No. 36/2022 converted with amendments by Law No. 79/2022, as amended, on a transitional basis until 31 December 2026, unless further legislative extensions are granted, the University shall reserve no less than 25 per cent of the resources earmarked for the stipulation of the contracts referred to in these regulations for candidates who are, or have been for at least one year, holders of fixed-term researcher contracts referred to in Art. 24, paragraph 3(a) of Law No. 240/2010, or to those who have been, for a total duration of no less than three years, holders of one or more research grants as per Article 22 of Law No. 240/2010 in its version prior to the date of entry into force of Law No. 79/2022. To this end, the University may launch procedures reserved to candidates in possession of the above-mentioned requirements.
5. The existing contractual relationships of fixed-term researchers, activated pursuant to Article 24, paragraph 3(a)(b) of Law 240/2010 in the version prior to the amendments made by Law No. 79/2022 of Decree-Law No. 36/2022, as well as those to be activated through the stipulation of type a) or type b) researcher contracts as part of recruitment procedures in progress at the date of issue of these regulations or to be issued in application of the transitional rules envisaged by the legislator (Article 14, paragraphs 6-terdecies and 6-quinquiesdecies of Law 79/2022 converting Decree-Law No. 36/2010, as amended and supplemented).
Given the above, as from the entry into force of these regulations, by express provision of the decree issuing it, the "*Regulation governing public selections for the recruitment of fixed-term researchers pursuant to Art. 24 of Law 240/10*" issued in its latest version by Rector's Decree No. 447 of 18 May 2020 shall be replaced by the "*Regulation governing public selections for the recruitment of type a) and type b) fixed-term researchers pursuant to Art. 24 of Law 240/10 in its version prior to the amendments of Law No. 79/2022 converting Decree-Law No. 36/2022.*".
6. For all matters not expressly provided for in these regulations, please refer to the relevant laws, regulations and statutory provisions.

Annex n. 1 - Guidelines for the evaluation of candidates by the Selection Committee during the selection stage (Art. 7 of the Regulations)

The procedure involving the Selection Committee can be summarised in the following stages:

1. Preliminary meeting: definition of criteria (see Ministerial Decree 243/2011) and possible request for an external expert for the evaluation (oral test) of adequate proficiency in a foreign language (see call);
2. Preliminary evaluation of candidates, with justified analytical judgement on qualifications, curriculum and academic outputs (for the criteria see Ministerial Decree 243/2011) (using the Annex A form); admission to the public discussion of the qualifications and academic outputs of 6 candidates or, if there are more than 60 candidates, a percentage between 10% and 20%
Note: Stage 1 and 2 may be held on the same day.
3. Discussion of qualifications and publications and oral test to assess foreign language proficiency (insufficient/sufficient/fair/good/excellent knowledge); assignment of a score to the qualifications and to each of the publications; overall opinion on each candidate to be assessed as eligible/ not eligible for appointment (using the Annex B form);
Note: all sessions may be held with the support of IT tools for collective work. The following must be included in the minutes:
 - where the procedure took place;
 - type of IT tools (skype, videoconference);
 - for the interview of candidates: the candidate must **send** a valid identification document and an official (e.g. a member of staff/faculty of the university or of the research centre) must be there to certify the identity of the candidate;
 - the interview is public.

Preliminary evaluation (stage 2):

Justified analytical judgment on qualifications, curriculum and academic outputs

Reference legislation:

- Art. 24, paragraph 2(c) of Law 240/2010
- Ministerial Decree 243/2011 "Internationally recognised criteria and parameters for the preliminary evaluation of candidates beneficiaries of the contracts referred to in Art. 24, of Law 240/2010"

Evaluation of qualifications and curriculum:

1. **PhD**
 - 1.1. Related/not related to the academic discipline
 - 1.2. Institution where the qualification was obtained (in a prestigious university in Italy/abroad, etc.)
 - 1.3. Overall evaluation: excellent/good/fair/sufficient/insufficient (A/B/C/D/E)
NOTE: if the candidate does not have a PhD, the evaluation shall be insufficient / E
2. **University teaching activity**
 - 2.1. Consistency with the academic discipline
 - 2.2. Duration

- 2.3. Role: professor/teaching assistant/etc.
 2.4. Place: national/international
 2.5. Overall evaluation: excellent/good/fair/sufficient/insufficient (A/B/C/D/E)
3. **Documented training and/or research activities at qualified Italian and foreign institutes**
 3.1. Training and/or research activities related to the academic discipline, national/international institute; duration
 3.2. Overall evaluation: excellent/good/fair/sufficient/insufficient (A/B/C/D/E)
NOTE: lacking documented activity, or where such activity is shorter than 6 months, the evaluation shall be "insufficient / E"; if the period of documented activity is equal to or longer than 6 and up to 12 months, the evaluation may not be higher than "fair / C". For periods of activity longer than 12 months, the evaluation shall be "good / B" or "excellent / A" depending on the duration of the activity".
4. **Qualifications related to research activity**
 4.1. Research activities related to the academic discipline, national/international institute; duration
 4.2. Participation in projects - Type: national/international
 4.3. Participation in projects - Role: participant/Principal Investigator
 4.4. Post-PhD activities / research fellowships: Duration
 4.5. Post-PhD activities / research fellowships: Consistency with the academic recruitment field
 4.6. Post-PhD activities / research fellowships: Place
 4.7. Overall evaluation: excellent/good/fair/ sufficient/insufficient (A/B/C/D/E)
5. **Ownership of patents relating to the academic recruitment fields indicated in the call where it is provided**
 5.1. Number of patents. If none, no evaluation shall be given
6. **Presentations delivered during national and international congresses and conferences**
 6.1. Number of presentations at national conferences
 6.2. Number of presentations at international conferences
 6.3. Overall evaluation: excellent/good/fair/sufficient/insufficient (A/B/C/D/E)
7. **National and international prizes and awards in research activities**
 7.1. Type of award (prize, best paper award,...)
 7.2. Overall evaluation: excellent/good/fair/sufficient/insufficient (A/B/C/D/E). If none, no evaluation shall be given
8. **European specialisation diploma recognised by international boards, if required by the academic recruitment fields indicated in the call**
 8.1. Qualification
 8.2. Related/Not related
 8.3. Institution where the qualification was obtained (in a prestigious university in Italy/abroad, etc.)
 8.4. Overall evaluation: excellent/good/fair/sufficient/insufficient (A/B/C/D/E)
NOTE: if the candidate does not have the title, there will be no evaluation

The Committee shall deliver its opinion, in order to determine the overall evaluation, on the relevance of the indicators from no. 5 to no. 8, without prejudice to the preponderance of the indicators from no. 1 to no. 4

Evaluation of academic outputs:

Only publications or texts accepted for publication according to current regulations as well as essays included in collective works and articles published in journals in paper or digital format shall be

considered, with the exclusion of internal notes and departmental reports. The PhD thesis or equivalent qualifications shall be considered even when the above conditions are not met.

Comparative evaluation of academic outputs:

a) Evaluation of every publication according to the following criteria:

1. originality, innovativeness, sound methodology, and relevance
2. consistency of each publication with the academic recruitment field indicated in the call and with any academic discipline defining the profile
3. relevance of the publishing context of each publication and its dissemination within the scientific community
4. analytical assessment, also based on criteria recognised by the international scientific community of reference, of the candidate's individual contribution in case of participation in collaborative works

Based on the aforementioned criteria, each publication will be evaluated as follows:

- A: Excellent: the publication ranks in the top 20% of the evaluation scale agreed by the international scientific community;
- B: Good: the publication ranks in the 60% - 80% segment of the evaluation scale;
- C: Acceptable: the publication ranks in the 50% - 60% segment of the evaluation scale;
- D: Poor: the publication ranks in the bottom 50% of the evaluation scale;
- E: Insufficient: not acceptable for scientific purposes.

b) Overall evaluation of academic outputs based on the following criteria:

A concise judgement is required on the consistency of the overall academic output, its intensity and continuity in time, as well as on the analytical evaluation. The visibility of academic outputs in the main bibliographic catalogues (Scopus and ISI-WoS) and, when applicable, the bibliometric indexes (h-index, g-index, etc.) shall also be reported.

Publications shall be evaluated by assigning them a score (A/B/C/D/E)

1. overall consistency of academic outputs
2. intensity
3. continuity in time (with the exception of duly documented periods of involuntary interruption of the research activity, with particular reference to parental leaves)
4. international visibility (number of works indexed in Scopus or ISI-WoS);
5. impact in the scientific literature (h-index / g-index), if appreciable.

Preliminary evaluation outputs:

1. collective evaluation report for each candidate
2. ranking of the best candidates on a comparative basis (with summary scores expressed solely for the purpose of admission to the interview, in the presence of more than 6 candidates), according to the following conversion table:

Key

- A EXCELLENT 100/100

- B GOOD 80/100
- C FAIR 70/100
- D SUFFICIENT 60/100
- E INSUFFICIENT/NOT ASSESSABLE

Evaluation following the discussion of the qualifications (phase 3):

The Committee shall assign a score:

1. to qualifications: the Committee may simply confirm the evaluation made in the preliminary qualification evaluation session or amend it where significant elements have emerged during the discussion of the qualifications with the candidate.
2. for each publication deemed assessable, the Committee may simply confirm the evaluation made in the preliminary qualification evaluation session or amend it where significant elements have emerged during the discussion of the qualifications with the candidate.

Moreover, the Committee shall certify the proficiency in the foreign language specified in the call (in relation to the level required by the latter).

Evaluation output following discussion of qualifications and publications:

1. evaluation report for each candidate (Note: collective reports)
2. duly justified overall collective judgement on the individual candidates, with individual notes from the Committee members if and where necessary
3. list of the eligible candidates, ranked on a scale of merit to be submitted to the Department

The maximum number of candidates in each level of merit shall comply with the following table:

	max number			
no. eligible candidates	A	B	C	D
1	1	1		
2	1	1		
3	1	1		
4	1	1		
5	1	1		
6	1	2		
7	1	2		
8	2	2		
9	2	3		
10	2	3		
11	2	3		
12	2	4		
13	2	4		
14	3	4		

15	3	4		
> 15	20% max *	30% max *		

* rounding up digits higher than x.51

The Committee shall write minutes of every meeting, based on the templates provided by the Human Resources Area.

Annex 2 - Reference chart for the evaluation of Tenure track researchers to be promoted to associate professors.

Subject of evaluation	Promotion to associate professor	Score (up to)	THRESHOLD
Teaching*	1. Teaching activity, i.e. the number of modules/courses per year under responsibility (di cui si è assunti la responsabilità); average student rating; number of Bachelor's degree, Master's degree and PhD theses; seminar and tutoring activities	15	
	2. Teaching test, to be assessed based on the candidate's competence, methodological preparation, as well as the clarity, order and incisiveness of their presentation	15	
Overall score - teaching	A. Sum of scores awarded for teaching (rows 1 and 2)	30	none
Research	3. Evaluation of research outputs**	40	
	4. Organisation, management and coordination of national and international research groups, or participation in them	6	
	5. Participation as a speaker at national and international congresses and conferences	4	
	6. Teaching or official research assignments carried out at prestigious foreign and international universities and research institutes	2	
	7. National and international prizes and awards received for research activities	2	
	8. Participation in prestigious editorial committees of magazines, publishing series, encyclopaedias and treatises	2	
	9. Patents granted to the candidate's Department or Centre and creation of owned or subsidiary spin-offs	2	
	10. Fund raising activities***	2	
Overall score - Research	B. Sum of scores awarded for research (rows 3 to 10)	60	>=30
Organisational tasks****	11. Positions and tasks assigned by the departments and by the University, participation in commissions and committees	10	
Overall score - organisational tasks	C. Score for row 11	10	none
Total evaluation/score	Sum of scores for teaching, research and organizational tasks (A+B+C)	100	>= 70

* Where advisable, the evaluations may be compared to average data relating to the candidate's teaching area and academic discipline.

** In the academic recruitment fields in which their use is consolidated, some of the following indicators may be considered for the evaluation of academic outputs:

1. number of outputs surveyed - SCOPUS and ISI codes;

2. average number of ISI and SCOPUS citations per publication;
3. total "impact factor" (using SNIP or 5-year IF5);
4. average "impact factor" per publication (using SNIP or 5-year IF5);
5. combinations of the previous parameters aimed at highlighting the impact of the candidate's academic outputs (Hirsch index or similar).

It is also recommended to relate the indicators to the average value of the academic discipline or the Department.

In academic disciplines where these indicators are not commonly in use, the outputs classified in scientific and "Class A" journals will be evaluated, according to the procedures adopted by ANVUR. The evaluation of the publications shall in any case make sure that the following factors are assessed:

- a. originality, innovativeness, sound methodology, and relevance of each publication;
- b. consistency of each publication with the targeted role of associate professor or with interdisciplinary topics strictly related to it;
- c. relevance of the publishing context of each publication and its dissemination within the scientific community;
- d. analytical assessment, also based on criteria recognised by the international scientific community of reference, of the candidate's individual contribution in case of participation in collaborative works.

*** In the evaluation of fund raising activities, participation in European and international funded calls counts even if participation does not result in funding, as long as the submitted project received a score above the minimum eligibility threshold set by the funding body

**** In the evaluation of Tenure track researchers (RTT), organizational tasks relating to teaching and research activities may be assessed.