



Università
Ca' Foscari
Venezia

Università Ca' Foscari Venezia
Dorsoduro 3246, 30123 Venice
VAT no. 00816350276 - Tax Code 80007720271
www.unive.it

Decree file no
Reg. no of

**PUBLIC SELECTION
TO AWARD OFFICIAL TEACHING ASSIGNMENTS AS PART OF THE UNIVERSITY STUDY
PROGRAMMES**

**THE DIRECTOR
of the Department of Management
at Ca' Foscari University of Venice**

HAVING REGARD TO the Statute of Ca' Foscari University of Venice;
HAVING REGARD TO Presidential Decree no. 382 of 11.7.1980;
HAVING REGARD TO Legislative Decree no. 165 of 30.03.2001 and in particular art. 7, paragraph 6;
HAVING REGARD TO Italian Law no. 133 of 06.08.2008 and in particular art. 46;
HAVING REGARD TO Italian Law no. 240 of 30.12.2010 and in particular art. 23;
HAVING REGARD TO the University Teaching Regulations;
HAVING REGARD TO the *Codice Etico e di Comportamento* (Code of Ethics and Conduct) of this university issued with Rector's Decree no. 1116 of 5/11/2019;
HAVING REGARD TO the *Codice di condotta contro le molestie sessuali* (Code of Conduct against Sexual Harassment) of the university;
HAVING REGARD TO the Regulations of the Study Programmes;
HAVING REGARD TO the Regulation for awarding teaching and supplementary teaching assignments in study programmes issued with Rector's Decree no. 337 of 4 May 2011 and subsequent amendments and additions (hereinafter the Regulation);
HAVING REGARD TO the University Regulations for the assignment, self-certification and verification of the teaching and student service tasks of professors and researchers pursuant to art. 6 of Italian Law 240/2010 issued with Rector's Decree no. 977 of 11/14/2011 and subsequent amendments and additions;
HAVING REGARD TO the Regulations for the discipline of extra-institutional assignments of managerial, technical-administrative and CEL staff issued with Rector's Decree no. 965 of 22/12/2017;
HAVING REGARD TO Interministerial Decree no. 313 of 21 July 2011;
HAVING REGARD TO the resolution of the Board of Directors no. 112 of 7 October 2011;
HAVING REGARD TO the teaching programme for the Academic Year 2020/2021 approved in the Department Board meeting of 18/12/2019;
HAVING REGARD TO the resolution of the Academic Senate of 26/02/2020 relating to the University Educational Offer for the Academic Year 2020/2021;
HAVING REGARD TO the resolution of the Board of Directors of 06/03/2020 approving the University Educational Offer for the Academic Year 2020/2021;
HAVING CONSIDERED the need to acquire specific professional figures to whom to award teaching assignments;
HAVING CONSIDERED furthermore the continuous evolution of the current Covid-19 health emergency;
HAVING VERIFIED the financial coverage for the Academic Year 2020/2021 of the assignments referred to in this call

HEREBY GIVES NOTICE

**Art. 1.
Subject of the Call**

Announcement is made of the public selection to cover the courses for the Academic Year 2020/2021 as shown in the **table below**.

Deadline of the call: final deadline 12 noon Italian time on 04/10/2020.

Tipo di laurea	Corso di studio	Codice SIADI	Titolo dell'insegnamento	CFU	SSD corso	Ore lezione	Partizioni studenti	Anno	Semestre	Periodo	Compenso lordo
LM	EM13 MANAGEREMENT	EM7034	INDIVIDUAL AND GROUP BEHAVIOURS FOR INNOVATION	6	SECS-P/10	30		2	I	2° Periodo	€ 1.800,00
LT	ET11 ECONOMIA AZIENDALE	ET0057	SCIENZA DELLE FINANZE	6	SECS-P/03	30	DI-Pas	3	I	2° Periodo	€ 2.700,00

The activation of individual courses is subject to attendance by students (even online). Student attendance shall be checked by the teacher awarded the assignment at the end of the first week of lessons.

In the event that the course is not activated due to a lack of students, the work completed by the teacher awarded the assignment shall be remunerated with an amount commensurate with this work and which in any case cannot exceed 20% of the remuneration established in this call.

The teaching covered by this call is foreseen for the first semester of the A.Y. 2020/2021.

In detail, the lesson calendar is as follows :

1st semester:

2nd period: 02/11/20-12/12/20

The University reserves the right not to activate the course or to require that it be delivered fully or in part via e-learning, according to the provisions adopted by the competent bodies. In particular, for candidates resident abroad, the Department may require, at its sole discretion, that the lessons be delivered and all the obligations connected to the assignment be fulfilled entirely/partially online, according to the procedures, calendar and timetables established by the Department.

Art. 2.

Intended audience and incompatibility

The intended audience of this call are:

- a) teaching and research staff (I and II level professors, university researchers, assistants in temporary and non-renewable positions, temporary professors and fixed-term researchers) of the Ca' Foscari University of Venice (subject to authorization from the departments concerned, if from another Department) or another University (subject to verification of compliance with the obligations regarding external assignments envisaged by the home University); the assignment, for whatever reason, to professors and researchers of the University of assignments that are unrelated to the department to which they belong is subject to the authorization of the department and to the self-declaration of the teaching load already assigned by their department.
- b) other Italian and foreign persons in possession of adequate scientific and professional requirements; in particular, the following can also participate:
 - persons employed within the university departments who have carried out adequate and duly documented research, including research fellows;
 - native foreign language assistants as referred to in art. 28 of Presidential Decree 382/80 and the language assistants and experts referred to in Italian Law 236/1995 working at this or other universities, subject to the authorization of the departments concerned;
 - graduate technicians who meet the requirements of art. 50 of Presidential Decree 382/80, who have completed 3 years of teaching, subject to the authorization of the departments concerned.

According to the Regulation, the teaching assignments referred to in this call, unless otherwise incompatible under the law, cannot be awarded to:

- anyone related directly or indirectly, up to and including the fourth degree of kinship, with the Rector, the General Manager, a member of the Board of Directors or with a Professor belonging to the department that awards the contract;
- tenured teachers who hold one of the mandates, positions or offices referred to in art. 13 of Presidential Decree no. 382 of 5 December 2013 and subsequent amendments and additions;
- holders of the scholarships referred to in art. 1 of Italian Law 398 of 30.11.1989 awarded by the University or by other Italian universities;
- PhD students at the University or at other universities;
- students active in the department announcing the call.

The requirements for awarding the assignment must be met by the deadline of this call.

Art. 3.

Terms and procedures for the submission of applications

Anyone wishing to participate in the selection procedure must send an application exclusively via the dedicated online procedure available at:

<https://apps.unive.it/domandeconcorso-en/accesso/did-dm-bac-03-20-059>

within the final deadline indicated in art. 1 above.

NB: applications must be completed with all the compulsory fields and attaching all the compulsory files. Successful completion and submission of the application will generate an individual alphanumeric code, which will be sent to the applicant at the e-mail address entered in the application. Up to the deadline indicated above, you may make changes to the application and replace the attached files by returning to the procedure using the alphanumeric code mentioned above.

Once the final deadline has expired, the connection shall be deactivated and you shall no longer be able to access or change the application.

Other forms of production or submission of the application form, and relative attachments, are not permitted.

For information on the procedure, applicants can contact the Department Academic Office on +39 (0)41 234 8708 - (0)41 234 9119.

Applicants must attach the documents listed below to the application form:

1. Scanned copy of a valid identity document
2. PDF/A file of a *Curriculum Vitae* in European format (**unsigned**) with **file size up to 1 MB** (model downloadable at <https://www.unive.it/bandidocenzamanagement> with no personal details - e.g. contact details, tax code, private telephone number and photos), complete with qualifications and scientific publications (the commission reserves the right to request the presentation of the original publications) and any other useful information for the purpose of a possible comparison between several candidates
3. Scanned copy of the same *Curriculum Vitae* **printed and signed with original handwritten signature**.

for contract applications only:

4. PDF/A file of the *Dichiarazione per il conferimento di incarico* (Declaration for Awarding Assignments; **unsigned**) with file size up to 1 MB (model downloadable at <https://www.unive.it/bandidocenzamanagement>).
5. Scanned copy of the same *Declaration*, **printed and signed with original handwritten signature**.

NB: Please note that the request to provide 2 copies of both the *Curriculum Vitae* and the *Declaration* referred to in points 2, 3, 4 and 5 above is consistent with the constraints on the protection of privacy. The unsigned version of these documents, in case of awarding the assignment, must in fact be published

on the website <http://www.consulentipubblici.gov.it/> and on the University website, under "Transparent Administration" [<https://www.unive.it/titolari-incarichi/>] in compliance with art. 53 of Legislative Decree 165/2001;

in case of **staff working in another University department:**

6. Scanned copy of the authorization of the department to which they belong or, failing that, a copy of the relative request presented to the Head of their department, as well as declaration of the teaching load assigned for the A.Y. 2020/2021;

in case of **employees of other public administrations:**

7. Scanned copy of the declaration certifying compliance with the obligations regarding the performance of outside assignments established by the administration to which they belong, as referred to in art. 53 of Legislative Decree no. 165/2001 and subsequent amendments. **Please note that, pursuant to art. 7 par. 2 of the Regulation, the University may enter into the contract or award the assignment to employees of Public Administrations, subject to the issue by the Administration for which they work of specific authorization pursuant to current legislation.**

in the case of **non-EU candidates who undertake the assignment in person (even partially)**

8. Scanned copy of a residence permit

Applicants must also provide an address to which to send any notifications or information, telephone number, mobile phone number, e-mail address.

The University Administration shall accept no liability for the failure to deliver notifications or information due to candidates providing addresses or failure or late communication of changes to the address indicated in the application, nor for any postal or telegraphic errors, or attributable to the actions of third parties, chance or force majeure.

The data entered in the application form shall then be used to formalize the assignment of the selected candidates. For this reason, the Management Department (didattica.management@unive.it) or, in the case of teaching assignments awarded to university employees, the Teaching Staff and Language Assistant Office (pdoc.incarichi@unive.it) must be notified via email in the event of any changes.

Art. 4. **Evaluation and assignment**

The comparative evaluation will be carried out by a special Commission, appointed pursuant to art. 3, paragraph 7 of the Regulation, whose task will be to verify the scientific and professional qualifications possessed by the applicants. The evaluation shall include reasoned judgement on the scientific and professional qualification of the applicants, in relation to which the merit ranking shall be drawn up.

Eligible candidates who have applied for the assignment of courses delivered in English may be required to sit an interview to assess their proficiency of communication in English in relation to the course subjects, should the commission deem it necessary.

The evaluation shall refer to the subject area of the course to be taught and, in relation to the specific type of teaching assignment, the Commission, after defining the evaluation criteria and parameters, shall take into account:

- research work undertaken;
- teaching experience and, in particular, the evaluation of any teaching done previously at the University, as well as the skills most suitable for teaching courses online;
- publications and other scientific and educational qualifications;

4

Segreteria didattica

didattica.management@unive.it / Tel. +39 (0)41 234 8708 - 9119

- the overall CV.

The Commission shall, in order:

- define the evaluation criteria and parameters;
- check the candidates meet the application requirements;
- evaluate comparatively the applications of eligible candidates;
- identify eligible candidates and, among them, the best candidate, comparatively, in a ranking with decreasing scores;
- propose the assignment award winners. This proposal shall be submitted to the Department Council for approval in the first useful session.

In the case of equal professional and scientific qualifications among candidates, priority shall be given to university professors and researchers who work in the subject area of reference.

In the case of equal evaluation scores, preference shall be given to candidates holding a PhD, medical specialization, or equivalent qualifications achieved abroad, as well as the scientific qualification pursuant to art. 16 of Law 240/2010, without prejudice to being part of the university teaching body.

In case of a further tie in scores, preference shall be given to the candidate youngest in age.

At the end of the evaluation, the Commission shall indicate explicitly the winning candidate, drawing up a merit ranking that shall remain valid until the end of the academic year to which this call refers and that may be used by the Department for any teaching needs that may arise subsequently.

Once the first selection has been completed, the ranking may be used again, however always within the academic year of reference of this call. Should a candidate forego a job offer, they shall move down the ranking to make way for the candidate positioned below them. In this case, the candidate who foregoes the offer shall keep their position in the ranking in order to be recalled in case of subsequent selections using the same ranking.

The ranking and the assignments shall be published on the University website <https://www.unive.it/bandidocenzamanagement> within 30 days of its approval by the Department Board. The aforementioned publication has the value of notification to all effects.

Without prejudice to the right of the University not to enter into the contract/award the call assignment due to differing evaluations that arise in relation to changes in the preconditions for the issue of the call and/or its financial coverage in the A.Y. 2020/2021.

For more information on:

- the evaluation procedure and the stipulation of contracts, please contact the Department Academic Office (ref. Nicola Falanga - Alessia Bertato - tel +39 (0)412348708 - (0)41 234 9119 e-mail: didattica.management@unive.it).
- the formalization of the teaching assignments awarded to university employees by Rector's Decree (see art. 5 of this call), please contact the University Teaching Staff and CEL Office (ref. Dr Patrik Sambo - tel. +39 (0)41 234 7034 - 8203 - 8254

The University also reserves the right, only for non-employee staff at Ca' Foscari, not to award the assignment referred to in this call in the event of failure to comply with the maximum hourly limit "*per capita*", as required by art. 7, par. 4¹ of the Regulation.

Art. 5.

Awarding procedure

¹ *"In any case, teaching assignments cannot be awarded for Bachelor's, Master's degree and PhD courses, by contract and/or assignment, to the same non-employee of the University for more than a total of 120 hours per academic year at University level, without prejudice to justified and exceptional teaching needs, and in any case within the limit of 180 hours."*

According to art. 4 of the Regulation, the teaching assignment shall be awarded by Rector's Decree to university employees, by private law contract of self-employment to all other persons outside the university system.

Assignments may be awarded, for consideration, to the teaching and research staff at Ca' Foscari University only following compliance with the provisions on the completion of the compulsory teaching tasks established in the *University Regulations for the assignment, self-certification and verification of the teaching and student service tasks pursuant to art. 6 of Law 240/2010* issued with Rector's Decree no. 977 of 14/11/2011 and subsequent amendments and additions. Therefore, the payment of remuneration is subject to the completion of the above checks.

In any case, assignments awarded to permanent researchers of the University shall be paid according to the parameters defined pursuant to art. 4 of the Regulations only for hours exceeding 350, in the case of full-time researchers, or 200, in the case of fixed-term researchers, in accordance with the provisions of the *University Regulations for the assignment, self-certification and verification of the teaching and student service tasks of professors and researchers pursuant to art. 6, par. 7 of Law 240/2010*.

Having considered the type of assignment and the related commitment, any private law contracts stipulated for teaching assignments shall be coordinated and continuous collaboration contracts, with the sole exclusion of individual self-employed teachers.

Contracts may be stipulated with employees of other public administrations, as established by art. 53 of Legislative Decree no. 165/2001 and subsequent amendments and additions and, in any case, in compliance with the regulatory provisions established by the administration for which they work on the question of outside assignments.

This is without prejudice to the provisions of the law governing the conferral of full-time paid assignments to state employees.

According to art. 9 of the Regulation, the assignment shall last for a maximum of one academic year and may be renewed annually for a maximum total of five years, subject to verification of financial coverage and positive evaluation of the work carried out, where there are ongoing teaching needs.

At the time of signing the contract, the teacher may be required to sign by hand on a paper document or by digital signature on an electronic document. Winning candidates are therefore invited to check that they already have the necessary device for digital signatures and, if not, to get hold of one in good time.

The contract holders undertake, for the duration of the contract, not to perform any activities that involve a conflict of interest, even potential, with the teaching activity carried out or that, in any case, could cause prejudice to the University.

If they are not employees of Ca' Foscari University of Venice, the successful candidates (contracts or assignments) undertake not to exceed the maximum total number of hours of lessons for official courses for the different departments of the University, for the A.Y. 2020/2021, as required by art. 7 paragraph 4 of the Regulation.

With regard to termination of the relationship, the provisions of art. 10 of the Regulation, current legislation and the contractual provisions shall apply.

For non-EU citizens who complete the assignment in person (even partially):

Resident in Italy:

the stipulation of teaching contracts is subject to holding an EC residence card/residence permit for long-term residents or a residence permit that allows self-employment in Italy for the entire period of validity of the teaching assignment. A copy of this document must be provided at the time of submitting the application for the call, for the purposes of appropriate checks and legal compliance.

Not resident in Italy:

the stipulation of teaching contracts is subject to the effective issue of a residence permit to the foreign citizen according to the procedure of legal entry into Italy for work reasons, which must be formalized before the start of the courses. Otherwise, in order to respect the teaching calendar, the Department may appoint another suitable candidate in compliance with the ranking drawn up by the Commission.

Art. 6.
Obligations of assignment holders

Holders of assignments must ensure they complete all the activities connected to the activation of the course and the activities in any case falling within the teaching programme of the Department according to the calendar that shall be prepared by the Department.

In particular, they must ensure, even in the case of candidates living abroad who will carry out the assignment entirely/partially online, from the country of residence:

- the hours of lessons foreseen on the basis of the specifications outlined in the teaching programme for the Academic Year 2020/2021 (see the list of open courses referred to in art. 1 of this call);
- open office for students: at least 2 hours a week during the course and in the possible extra revision week, to be established at a time compatible with the attendance plan of the students in question, plus at least 2 hours before each exam session;
- the completion of progress exams in the exam sessions at the end of the course, whose distribution in the A.Y. is available on the university website at the following link <https://www.unive.it/calendario>

Please note that the winners are requested as of now to be willing to accept the organizational methods of the courses in terms of locations, periods and times of delivering lessons and managing the lesson register, as proposed by the University.

The courses are held 3 days a week, unless otherwise required by the Study Programmes. The teaching programme is defined by the holder of the assignment, in agreement with the Coordinator of the Academic Board of the Study Programme, and published by the holder of the same assignment on the dedicated web page within 15 days of signing the contract and, in any case, one week before the start of the lessons.

The holder of the assignment may, only through the Department's specific application, take on students doing degree theses up to the expiry of their contract, according to the indications that will be provided by the Department.

They also undertake to participate in the graduation commissions as a supervisor in the four graduation sessions following the expiry of the contract.

The remuneration shall be paid after the expiry of the contract and following verification of the proper performance of the activities and fulfilment of all the contractual obligations envisaged for the holder of the assignment.

On the basis of indications and requests from the competent department, the holders of assignments are required to follow up on any changes relating to the organizational aspects of the teaching assigned to them (see art. 1).

Holders of assignments must comply with the obligations established for tenured professors by the University Regulations, where applicable, and comply with the Code of Ethics and Conduct and the Code of Conduct against Sexual Harassment of the Ca' Foscari University of Venice and must also provide due notification, with at least 30 days' notice, of any desire to withdraw from the assignment early for just cause.

Assignment holders undertake to upload to their web page, made available by the University, together with other teaching information, their curriculum vitae in European format according to the indications and procedures that shall be supplied by the Department Academic Office..

The holders of assignments awarded by contract also undertake to send the contract, duly signed in all its parts, to the Department Academic Office before the effective date indicated therein. Any changes to this timeline must be expressly agreed with the Department Academic Office.

The gross remuneration for the assignments, indicated in the list of open courses, is established on the basis of Board of Directors resolution no. 112 of 7 October 2011 .

Holders of assignments undertake to fulfil the compulsory training on health and safety in the workplace (Ministerial Decree 363/1998; Legislative Decree 81/2008 and subsequent amendments and additions; State-Regions Agreement of 21/12/2011) within the deadlines and in the manner indicated by the Ca' Foscari University of Venice.

Art. 7.
Personal data processing

The personal data provided by candidates, or otherwise acquired by the University, is processed solely for the purposes of completing the selection procedure and shall take place in compliance with the provisions of the applicable national and community legislation (Legislative Decree 196/2003 and Regulation (EU) 2016/679). The provision of such data is necessary to evaluate the participation requirements. See the Privacy Statement that can be viewed and downloaded at <https://www.unive.it/informativacandidatiselezione>.

The Data Controller is the Ca' Foscari University of Venice, based in Dorsoduro no 3246, 30123 Venice - Certified E-mail protocollo@pec.unive.it.

Art. 8.
Referral

For anything not covered by this call, the provisions of the University Regulations and the general provisions of law shall apply.

Signed
Director of the Department of Management
Prof. Gaetano Zilio Grandi

Signed
Department Secretary
Dr Sonia Pastrello