



PUBLIC CALL
FOR THE ALLOCATION OF ASSIGNMENTS FOR TEACHING ACTIVITIES
Foundation Year Program – a.y. 2021/22

THE HEAD
of the School for International Education
Ca' Foscari University of Venice

WHEREAS the University General Regulations of Ca' Foscari University of Venice;
WHEREAS Presidential Decree No 382 of 11.7.1980;
WHEREAS Decree Law No 165 of 30.03.2001, and specifically Article 7, para. 6;
WHEREAS Law No 133 of 06.08.2008, and specifically Article 46;
WHEREAS Law No 240 of 30.12.2010, and specifically Article 23;
WHEREAS the University Teaching Regulations;
WHEREAS the Ethical and Conduct Code of this University issued by Rector's Decree No 1116 of 5/11/2019;
WHEREAS the University Conduct Code for sexual harassment;
WHEREAS the Personal Data Protection Regulations of Ca' Foscari University issued by Rector's Decree No 190 of 22/02/2021;
WHEREAS the Regulations of the Courses of Study;
WHEREAS the Regulations for the allocation of teaching assignments and integrated teachings in the courses of study issued by Rector's Decree No 337 of 4 May 2011 and subsequent amendments and integrations (hereinafter referred to as Regulations);
WHEREAS the University General Regulations for the assignment, self-certification, and assessment of teaching and service tasks to students on behalf of lecturers and researchers pursuant to Article 6 of Law No 240/2010 issued by Rector's Decree No 977 of 14/11/2011 and subsequent amendments and integrations;
WHEREAS the Regulations ruling non-institutional assignments of the management, administrative staff, and Expert Language Collaborators (CEL) issued by Rector's Decree N. 965 of 22/12/2017;
WHEREAS the Inter-ministerial Decree No 313 of 21 July 2011;
WHEREAS Resolution of the Board of Directors No 112 of 7 October 2011;
WHEREAS the teaching programme for the academic year 2021/2022 as approved by the Board of the School for International Education (hereinafter School) on May 19, 2021;
WHEREAS Resolution of the Academic Senate of May 26, 2021 concerning the School Educational Offer for the academic year 2021/2022;
WHEREAS Resolution of the Board of Administration of June 4, 2021 concerning the approval of the Schol Educational Offer for the academic year 2021/2022;
WHEREAS the need to hire specific professionals for the performance of additional teaching activities;
HAVING ASSESSED the financial coverage for the academic year 2021/2022 for the posts of this call.

INFORMS

Article 1

Subject of the Call

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

Deadline for applications: mandatory time-limit at 12:00 (CET) of 15/10/2021.

The teaching activities of this call are intended for the Foundation year, a University preparation programme for international students who have completed less than 12 full years of schooling at the end of high school.

The teaching activities aim at enabling students to meet the schooling requirements, and at giving them the chance to **strengthen their academic background** before beginning an undergraduate degree at a University in Italy. The syllabus proposed by the candidate must reflect these specifications. More information on the Foundation year can be found in the web page <https://www.unive.it/pag/34804/>

	ID	title	semester	hours	remuneration
Foundation Year – track Science	FOY14	Physics	II°	42	€ 2.835,00
Foundation Year – track Architecture, Art and Design	FOY17	Italian Architecture	I° or II°	42	€ 2.835,00
	FOY21	Visual Arts	I° or II°	42	€ 2.835,00
Foundation Year – general preparation	FOY32	Modern European and Italian History	I°	42	€ 2.835,00

Each teaching activity will be taught in English; applicants must indicate in the CV attached to the application their level of knowledge of the language, and any English language certifications held.

N.B. For the 1st term the teaching activities will take place in dual mode, as established by the University. Successful candidates will have to teach at one of the University buildings, in the classrooms and hours established by the School.

For the 2nd term the University intends to teach in presence, if the health situation and the decision of the Italian Government and of the European Union for the prevention and containment of the COVID 19 virus epidemic so permit.

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

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

The teaching activities envisaged in this call will be offered as follows:

(please note, this program might be subject to slight changes):

I term: October 11, 2021 – February 25, 2022

II term: March 1 – June 17, 2022

Article 2

Recipients and Incompatibility

The recipients of this call are:

- a) Teaching staff members and Researchers (full and associate Professors, University Researchers, assistants subject to availability, three-year full Professors, and three-year Researchers) employed by the Ca' Foscari University of Venice (subject to authorisation of the competent authorities, if belonging to a different Department) or, by other Italian Universities (subject to compliance with the requirements for external posts, as set out by their Universities); the allocation

of assignments to Professors and Researchers in any capacity not related to the reference University, is subject to authorisation of the latter and self-certification of the teaching hours currently agreed on.

- b) other Italian and foreign subjects meeting the scientific and professional requirements, including also:
- employees of University institutions, having performed documented research activities, including research fellows;
 - graduated technicians who meet the requirements provided under Article 50 of Presidential Decree No 382/80, with at least 3 years of teaching experience, subject to authorisation by the competent structures.

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

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

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

Article 3 **Application procedures**

The applicants shall submit their application to the selection procedure by following the online procedure at the following link: <https://apps.unive.it/domandeconcorso/accesso/did-foy-bac-01-21-033> by the mandatory deadline defined under Article 1 above.

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

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

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

Any further information on the application procedure is available by reaching the School Office by email at cfsie@unive.it.

Applicants shall attach the following documents to the application request:

1. Copy of a valid identity document
2. Blind copy of their *Curriculum Vitae* in European format (PDF/A) (**unsigned copy**) - **file size less than 1 MB** (the form is available for download at <https://www.unive.it/bandidocenzacfsie> without personal data (i.e., personal contacts, tax code, mobile number, and photo), with

academic training and scientific publications, and any other information relevant for the purposes of comparison among applicants.

N.B. The CV drafted according to the mentioned model, in Italian or in English, must summarize all information relevant for the call, and must respect what follows:

- maximum length: 3 pages plus a list of selected publications, and a table of the teaching assignments awarded to the candidate. CV, list of publications and table must be

merged in a single pdf file and uploaded online, under "curriculum"

- **publications:** the list must indicate only **5 items** – published or formally accepted for publication – chosen among the most relevant for the present call; the list must include extensive information on page numbers, publisher, date, contribution of the candidate in case of co-authorship. The selection Committee may request the submission of the original publications, or the letter of acceptance by the publisher for publications formally accepted.

- teaching assignments: the table must include only the teaching assignments completed and relevant to the present call, with complete information on academic/school year, course name, study program (BA, MA, High school etc) University or other institution, academic hours or period of assignment: if necessary, type of activity (official course, practice etc) .

3. Original printed and Signed copy (handwritten signature) of the same *Curriculum Vitae*.

4. Draft syllabus in English, drawn up based on the course as described at <https://www.unive.it/pag/34804/>. This document must detail the course content (topics, weekly breakdown, sources of reference), together with a proposal for learning assessment (written or oral exam, midterm assessment, self-evaluation), keeping in mind the programme peculiarities and the teaching mode that includes distance learning (dual teaching). Candidates applying for more than one activity will attach a single pdf file including draft syllabi for each activity they apply for.

as for those applying for a contract:

5. **Unsigned** *Statement for the assignment of offices at Ca' Foscari University of Venice* (PDF/A format) with file size less than 1 MB (the form is available for download at <https://www.unive.it/bandidocenzacfsie>)

6. **Original printed and Signed copy (handwritten signature) of the *Statement*.**

PLEASE NOTE: the submission of 2 copies of the *Curriculum Vitae* and the *Statement* as requested above under 2, 3, 4 and 5, complies with the Privacy Regulations. In case of contract awarding, the unsigned copy of said documents will be published online at <http://www.consulentipubblici.gov.it/> and in the University website, under the "Transparency" section <https://www.unive.it/titolari-incarichi/> pursuant to Article 53 of Decree Law No 165/2001;

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

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

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

8. Copy of a statement of compliance with the obligations related to the performance of extra work assignments as provided by the administration they belong to, of which under Article. 53 of Decree Law No 165/2001 and subsequent amendments. Please note that pursuant to Article

7, para. 2 of the Regulations, the University is entitled to ratify a contract and award the assignment to employees of the Public Administrations, subject to issue of an authorisation by the Administration pursuant to the applicable law.

as for **non-EU applicants**

9. Copy of the residence permit

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

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

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

Article 4 **Assessment and Assignment**

A specific Commission appointed under Article 3, para. 7 of the Regulations will carry out the assessment procedure; the Committee aims to verify the scientific and professional competencies of the applicants. The Committee will short-list the applicants according to their scientific and professional competencies as declared in the CV and further presented in an online interview, aimed at discussing the CV and assessing the English language knowledge of the candidates.

Only candidates obtaining 50 point out of 100 will be invited for the interview.

The final shortlist will provide adequate reasons for the decision in the assessment document.

Following the definition of the assessment criteria, the Committee will evaluate:

- previous research activities;
- work experience in the field of education and, specifically, related to the above educational tasks performed within the University;
- publications and other academic and scientific degrees;
- all information contained in the resume
- draft syllabus
- knowledge of the English language.

The Committee will:

- define the assessment criteria and parameters;
- verify the requirements of applicants;
- assess and compare the short-listed applicants;
- draft the shortlist of candidates eligible for the interview;
- interview shortlisted candidates;

- identify eligible candidates, assess the best candidate among the applicants, and list the final results with the score in decreasing order;
- propose the jobs to the applicants. This proposal will be submitted to the Board of the School for approval, at the first meeting of the Board.

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

In case of similar qualifications, preference will be given to the applicants in possession of Ph.D., medical specialisation, or equivalent certifications obtained abroad, as well as the scientific qualification defined under Article 16 of Law No 240/2010, without prejudice to those employed by the University as full Professors.

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

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

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

The list and the assignments will be published online on the University website <https://www.unive.it/bandidocenzacfsie> by 30 days from the approval of the list on behalf of the Board of the School. The above publication constitutes formal notification.

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

Further information on:

- the assessment procedure and the ratification of contracts are available at the Secretary Office of the School (contact person Anna Colombini phone 0412347360 fax 041 234 7565 e-mail: cfsie@unive.it);
- the formalisation of the teaching assignments allocated to University employees by Rector's Decree (see Article 5 of this call) are available by reaching the University Teaching Staff Office (*Ufficio Personale Docente e CEL*) (contact person Mr. Patrik Sambo - phone 041 234 7034 – 8203 - 8254

Article 5 **Contract Ratification**

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

The assignment of a contract, for valuable consideration, to University Professors or Researchers of Ca' Foscari University may be carried out provided that the candidate complies with the obligatory teaching tasks set out in the provisions of the *University General Regulations for the assignment, self-*

certification, and assessment of teaching and service tasks to students on behalf of lecturers and researchers pursuant to Article 6 of Law No 240/2010 issued by Regional Decree No 977 of 14/11/2011 and subsequent amendments and integrations; The payment of the salary is, therefore, subject to the completion of the verifications thereof.

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

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

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

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

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

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

Over the whole duration of their contract, the Contract Holders undertake not to carry out activities that may result in a conflict of interests with their teaching assignment or be harmful to the University.

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

Non-EU citizens applicants:

Non-EU applicants residing in Italy:

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

Non-EU applicants not residing in Italy:

the ratification of teaching contracts is subject to the issue of a residence permit for the foreign citizen according to the procedure of entry in Italy for work reasons, which shall be formalised before the

beginning of the lessons. Otherwise, to comply with the planned programme, the School might appoint another eligible candidate by following the ranking drafted by the Committee.

Article 6

Obligations of Contract Holders

Contract Holders shall ensure the performance of all the activities related to the job assignment as described below:

- teaching hours according to the School programme for academic year 2021/2022 (see table in art. 1)
- meetings with the students: at least 2 hours per week during the course period
- compilation of the teaching activity record
- preparation and delivery of the learning assessment activities

The above activities shall be conducted according to the School guidelines and in coordination with the Foundation year Teaching Committee.

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

The Contract Holder shall define the syllabus, in agreement with the Board of the specific Study course and published by the Contract Holder in the relevant web section (Syllabus teachings - <https://www.unive.it/data/insegnamento/XXXXXXXXXXXXX=>), by 15 days from the ratification of the contract and, in any case, one week before the beginning of the lessons.

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

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

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

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

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

The Contract Holder also undertakes to submit the contract, duly signed, to the School before the starting date envisaged in the contract. Any changes to this term shall be expressly agreed upon with the School.

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

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

Article 7
Processing of personal information

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

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

Article 8
Reference

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

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

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

THE HEAD OF THE School for International Education
Francesca Magni

Endorsed by THE HEAD OF THE ADMINISTRATIVE PROCEDURE
Anna Colombini