**DIVISION LETTERHEAD**

Executive provision

Ref. no.

Prot. no.                                     dated

The Head of the ............................ Division

**HAVING REGARD** to Article 23, paragraph 2 of Law 240/2010;

**HAVING REGARD** to Rector’s Decree 418/2011, University Regulations governing teaching and tutoring contracts, as amended;

**HAVING REGARD** to the teaching planning guidelines for the 2023/24 academic year, which allow resorting to contract workers solely after determining that the planned teaching activities cannot be covered by the full and/or assistant professors already employed;

**HAVING REGARD** to Article 49 of Decree Law no. 5 of 9 February 2012, converted with amendments by Law no. 35 of 4 April 2012;

**HAVING REGARD** to the Ministerial Decree dated 8 February 2013, laying down Regulations for the accreditation of PhD centres and programmes, and criteria for the establishment of PhD programmes by accredited bodies;

**HAVING REGARD** to Presidential Decree 445/2000 (Articles 46 and 47) concerning the self-certification of academic and professional qualifications for Italian and European Union citizens;

**HAVING REGARD** to Presidential Decree 445/2000, Article 3, paragraphs 2 and 3, laying down provisions for non-EU citizens legally resident or authorised to stay in Italy;

**HAVING REGARD** to Article 4, paragraph 2 of Legislative Decree 165/2001, as amended, in relation to the adoption of administrative measures that fall under the responsibility of senior management;

**HAVING REGARD** to Ministerial Decree no. 270 of 22 October 2004, “Amendments to the regulation laying down provisions on the teaching autonomy of universities, approved with Decree no. 509 of 3 November 1999 issued by the Minister of University and Scientific and Technological Research”;

**HAVING REGARD** to the University Statute approved by Rector’s Decree no. 1203 of 13/12/2011, amended by Rector’s Decree no. 739/2017;

**HAVING REGARD** to the University Teaching Regulations pursuant to Law 240/2010 and the University Statute, Rector’s Decree 12301/2011, as amended;

**HAVING REGARD** to the resolution of the Board of Governors dated 28.11.2017, “New model of teaching organisation”;

**HAVING REGARD** to the resolution of the Board of Governors dated 28.11.2017, “New organisation of schools - departments and criteria for the teaching agreement pursuant to Article 19-bis of the Statute”;

**HAVING REGARD** to the Decree of the Director General, Rep. n. 7154/2022 Prot. n. 304643 of 11.11.2022, Reorganisation of General Administration;

**HAVING REGARD** to the Decree of the Director General, Rep. n. 8068/2022 prot. no. 389744 of 15.12.2022 concerning the appointment of the Director of the AFORM Area to Alice Trentini – period between 1.1.2023-31.12.2025;

**HAVING REGARD** to the Decree of the Head of the AFORM Area, no. 446/2022 prot. no. 37 of 03.01.2022, concerning the organisation of the Area;

**HAVING REGARD** to the resolution of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ in which it was decided that course units/teaching modules would be allocated to contract workers;

**HAVING CONFIRMED** that the necessary funds to cover the relevant expenses are available in the Department’s Teaching Planning Budget;

**PLEASE NOTE: The Departments of Excellence that issue calls for applications to be funded by dedicated funds must add:**

**WHEREAS** the contract falls within the scope of the MIUR Departments of Excellence (Law 232/2016);

**And replace the last phrase as follows:**

**HAVING CONFIRMED** that the necessary funds to cover the relevant expenses are available in the Budget for the MIUR Departments of Excellence;

**HEREBY ANNOUNCES**

A CALL FOR APPLICATIONS FOR THE AWARD OF CONTRACTS TO TEACH COURSE UNITS/TEACHING MODULES

**1. Requirements to apply**

Applications will be accepted from:

1. for teaching activities in a position of responsibility: persons who have obtained a second-cycle degree from an Italian University or a degree recognised as equivalent from a foreign University or Institute for Higher Studies at least 3 years ago;
2. for teaching modules: persons who meet the applicable scientific and professional requirements and have obtained a second-cycle degree from an Italian University or a degree recognised as equivalent from a foreign University or Institute for Higher Studies.

Each contract worker may carry out teaching activities in a course unit/teaching module up to a maximum of 240 hours. All teachers appointed may teach up to 480 hours per academic year in total, including as teaching tutors and language trainers, with the exception of the single-cycle degree programme in Conservation and Restoration of Cultural Heritage, for which the maximum limit is 600 hours per academic year, and of those who are subject to other limits (research fellows, PhD students, and professional staff of the University of Bologna), as specified below.

Research fellows may carry out teaching activities up to a maximum total of 80 hours. Consequently, they may not apply for teaching activities exceeding the limit of 80 hours.

All research fellows appointed may teach up to 120 hours per academic year in total, including as teaching tutors.

Professional staff, foreign language instructors and fixed-term foreign language assistants of the University of Bologna may apply to carry out teaching activities not in a position of responsibility. Specific and limited exceptions to the above may be granted by the Vice Rector for Teaching.

The actual appointment of any professional staff member of the University of Bologna to carry out teaching activities in a position of responsibility will therefore be conditional upon the granting of the aforementioned exception.

Employees of the University of Bologna may carry out activities up to a maximum total of 40 hours. Consequently, they may not apply for appointments exceeding the limit of 40 hours, with the exception of employees working part time (less than 50% of full-time hours), foreign language instructors and fixed-term foreign language assistants, for whom the maximum total limit is 90 hours per academic year. Consequently, the latter may not apply for appointments exceeding the limit of 90 hours.

Professional staff of the University of Bologna who wish to apply and who work full time or part time (more than 50% of full-time hours) must obtain the Administration’s approval **prior to the start of the activity**, in accordance with Article 8 of the Regulations governing external appointments of executive and professional staff, foreign language instructors and fixed-term language assistants of the University of Bologna. Candidates applying for teaching activities in a position of responsibility must **attach to their application** the relevant authorisation by way of exception, or proof that they have applied for such an exception.

Students enrolled in PhD programmes may not apply. Said restriction does not apply if the attendance required for the standard duration of their programme has been reached.

Candidates who have a degree of kinship or affinity up to and including the fourth degree with a professor of the Department that resolved to resort to contract workers for the teaching activities referred to in the recitals, or with the Rector, the Director General or a member of the Board of Governors of the University, may not take part in the selection.

Candidates who have had contracts terminated in accordance with Article 14, paragraph 7 of the Regulations governing teaching and tutoring contracts may not apply.

The activities indicated in this call for applications are incompatible with tutoring fellowships pursuant to Ministerial Decree 198/2003.

Former employees of the University of Bologna may only apply if they left after fulfilling the requirements for old age retirement[[1]](#footnote-1) (Law no. 724 of 23 December 1994, Article 25, paragraph 1).

The aforementioned requirements must be met as at the deadline for submitting applications.

No contract may be awarded to full or assistant professors employed by Italian universities.

A candidate may not be appointed to teach course units/teaching modules and be awarded a teaching tutor contract pertaining to the same learning activity at the same time, with the exception of combined programmes if tutoring activities are carried out as part of the course unit taught by another teacher.

Candidates may not be appointed to teach course units/teaching modules in a degree programme in which they are enrolled.

**2. Scope of the contract**

A call for applications based on qualifications **(or based on qualifications and an interview)** is hereby announced for the 2023/24 academic year to cover the following learning activities:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* Subject Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
* Course Profile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The contract may be renewed for up to five academic years if the relevant teaching needs continue to apply and sufficient funds are available, provided that activities are carried out in a satisfactory manner.

**3. Type of activity required**

Overall teaching hours: \_\_\_\_\_\_\_\_\_; assigned credits: \_\_\_

divided into \_\_\_\_\_\_\_ hours of lectures

\_\_\_\_\_ hours of other activities (dissertation and exam preparation, office hours, etc.)

Duration of the activity: on a semester basis

Expected start and finish date of the activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

Gross remuneration for the position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the amount includes the sole expenses to be borne by the successful candidate).

**or**

**A call for applications is hereby announced for the 2023/24 academic year to cover the learning activities set out in Annex 1, which forms an integral part of this call. (The Annex must also contain information relating to the type of activity required)**

The activity will be performed in person on premises made available to the contract worker by the University. The University may provide for alternative teaching modes (e.g. e-learning, blended, etc.).

**4. Rights and obligations of contract teachers**

Contract teachers must guarantee, in accordance with the teaching calendar, that all the learning activities provided are performed, including by participating in all the exam sessions, preparing the final examination and devoting office hours to students, in compliance with the procedures established in the University Teaching Regulations.

In performing the activities, the teacher is required to use the information technology tools provided in order to keep track of the activities performed, the exam results and the lessons delivered, as well as to compile and publish the course programme and their own curriculum vitae on the web guide.

**5. Application submission procedures and deadlines**

Applications may only be submitted online by accessing the following link:

<https://personale.unibo.it/>

**Application deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:** *(indicate the date and time bearing in mind that the Regulations provide for at least 15 consecutive calendar days)*

The online procedure will require the following documents to be attached and uploaded in the formats permitted by the application:

* copy of a valid identity document;
* curriculum of teaching and scientific activities;
* results of any questionnaires used to collect student feedback on teaching over the last three academic years. If the activity was performed at the University of Bologna, said results will be obtained automatically[[2]](#footnote-2);
* list of qualifications and publications (a copy of the publications may subsequently be requested); **IMPORTANT:** Scientific publications may also be assessed, in which case the call for applications may provide for a maximum number of publications to be assessed
* form containing personal, tax and social security details (indicate from where it can be obtained);
* list of particularly significant professional certifications, where relevant.

Candidates will be automatically excluded from the selection procedure in the following cases:

• Failure to comply with the prescribed application submission procedures;

• Failure to satisfy the requirement set out in Article 1 of this call for applications.

All candidates are admitted to the selection procedure subject to verification that they meet the relevant requirements. The Administration may decide to exclude a candidate from the selection procedure at any time, including after the interview (where provided).

The candidate’s appointment will be subject in any case to verification of the institutional teaching commitment for the University teaching staff who start working following completion of the assessment procedures specified in Article 24, paragraphs 5 and 6 of Law 240/2010, or of the competitive selection procedures pursuant to Articles 18 and 24 of Law 240/2010, or of the direct calls pursuant to Article 1, paragraph 9 of Law no. 230 dated 4/11/2005 that are carried out prior to the start of the learning activity covered by this selection procedure, or who return to work prior to the start of teaching activities.

Furthermore, the appointment will be conditional upon at least one student adding the course unit to their study plan.

**6. Procedure for the selection and comparative assessment of qualifications**

The selection committee will be appointed in accordance with Article 8 of University Regulations no. 418 of 20 April 2011, as amended.

Eligible qualifications and interview (if provided)[[3]](#footnote-3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If the procedure includes an interview, add:**

The interview will be held (specify whether in person or remotely) on [date] \_\_\_/\_\_\_/\_\_\_\_ at [time] \_\_\_\_:\_\_\_ (or specify how the date will be communicated), using the (specify platform for remote connection; in this case, the workstation from where the candidates take the test must be equipped with a webcam – essential in order to recognise the candidate – a microphone and headphones and/or speaker).

**The email address indicated in the application will be used to notify the candidates of the invitation to the interview.**

At the start of the interview (specify whether in person or online), the candidates will be required to show the committee a valid identity document which must be the same as the one used in their application.

The interview will be held in public so as to ensure maximum participation.

With regard to course units forming part of international curricula and degree programmes, the selection committee has the power to call candidates to attend an interview in order to assess their English language skills.

Given equal merit, qualifications such as PhD degrees, medical specialisations, national scientific qualification, or equivalent qualifications obtained abroad will be considered preferential for the purposes of the aforementioned appointments. Particularly significant professional certifications may be considered.

Where there is a tie in terms of merit and qualifications, preference will be given to the younger candidate.

**7. Publication of the ranking list**

The ranking list of suitable candidates will be valid exclusively for the 2023/24 academic year and will be published on (specify the page link).

**8. Obligations of the successful candidate**

The successful candidate undertakes to comply with the rules of conduct set out in the Code of Ethics and Conduct, issued pursuant to Law 240/2010 and implementing Presidential Decree 62/2013.

The candidate also undertakes to read carefully the following documents:

- University Regulations governing teaching and tutoring contracts;

- Information on the processing of personal data;

- Health and Safety Manual.

The successful candidate further undertakes to comply with occupational health and safety training obligations, as well as on personal data protection, see the following Intranet page:

<https://intranet.unibo.it/RisorseUmane/Web3/Pagine/DocentiContrFormazioneObbligatoria.aspx>.

If the successful candidate is a research fellow, prior to starting the activity, they must obtain the relative authorisation in accordance with Article 14 of the Regulations governing research fellowships.

**9. Safeguarding provision**

By submitting an application in this selection procedure, the candidate accepts every clause and condition contained therein.

The signing of the contract with the successful candidate will be conditional upon compliance with Article 8 of the Regulations.

**10. Processing of personal data**

Pursuant to art. 13 of the Regulation (EU) 679/2016 (GDPR), any personal data provided by the candidates will be collected by the University of Bologna for the purpose of managing the selection procedure and will be processed, including after the contract is awarded, for the purpose of managing the contractual relationship. For further information, please visit the following link: [www.unibo.it/privacy](http://www.unibo.it/privacy).

**11. Procedure Supervisor**

The Procedure Supervisor is (specify name, role/office).

For further information, please contact: (specify name, role/office, telephone number, email).

Signature

Head of Division

(name and surname)

1. If employment ended in or prior to the year 2011, the retirement age is 61 years for women and 65 years for men. If employment ended in or prior to the year 2012, the retirement age is 66 years for both men and women; if the employee is entitled to pension under the rules in force prior to 1 January 2012, the requirements indicated in the previous point remain applicable. If employment ended between 2013 and 2015, the retirement age is 66 years and 3 months for both men and women; if the employee is entitled to pension under the rules in force prior to 1 January 2013, the requirements indicated in the previous points remain applicable. If employment ended between 2016 and 2018, the retirement age is 66 years and 7 months for both men and women; if the employee is entitled to pension under the rules in force prior to 1 January 2016, the requirements indicated in the previous points remain applicable. If employment ended or will end between 2019 and 2024, the retirement age is 67 years for both men and women. If the employee is entitled to pension under the rules in force prior to 1 January 2019, the requirements indicated in the previous points remain applicable. [↑](#footnote-ref-1)
2. On 23/9/21, the Academic Senate resolved that also the survey carried out in the 2021/22 academic year will not be used for assessment or competition purposes; however, it will be used in order to improve teaching and highlight strengths and weaknesses, including in the new approaches to lesson delivery that have been tried out, in keeping with the decisions adopted by the Academic Bodies for the second semester of the 2019/20 academic year (meetings of the Academic Senate on 21.04.2020 and of the Board of Governors on 28.04.2020) and for the 2020/21 academic year (meetings of the Academic Senate on 22.09.2020 and of the Board of Governors on 29.09.2020).

   . [↑](#footnote-ref-2)
3. The following qualifications are deemed eligible for assessment purposes, provided they relate to the activity to be performed:

   * evidence of teaching experience gained in an academic environment, supplemented, where possible, with the student feedback;
   * qualifications obtained (degree, PhD programme degree, specific professional master’s degree, research fellowship, language certificates, specialisation school);
   * publications, if any.

   [↑](#footnote-ref-3)