



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

AREA
FORMAZIONE E DOTTORATO

SUBJECT: CALL FOR THE AWARD OF PAID TEACHING CONTRACTS AND TEACHING MODULES FOR THE DEGREE PROGRAMMES OF THE DEPARTMENT OF CHEMISTRY "G. CIAMICIAN (CHIM) FOR A.Y. 2024/25.

THE HEAD OF DIVISION

- Having regard to** Legislative Decree No. 165/2001, as amended, with particular regard to Article 4, paragraph 2, in relation to the adoption of administrative acts and measures falling within the managerial competence, according to which *"Managers are responsible for adopting administrative acts and measures, including all the acts committing the administration externally, as well as for financial, technical and administrative management by means of autonomous powers of expenditure, organisation of human resources, instruments and control. They are exclusively responsible for the administrative activities, management and relative results"*;
- Having regard to** Ministerial Decree 270/2004, *"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** Ministerial Decree of 8 July 2008 - Ministerial Decree to be adopted pursuant to Article 1, paragraph 10, of Law no. 230/2005 *"Criteria and methods for the assignment by universities of free and paid teaching posts"*, with particular reference to Article 2, according to which *"The calls for applications must indicate the criteria and methods on the basis of which the comparative assessment of the scientific publications and the overall curriculum of the candidates, and of the possible tests envisaged, must be carried out, with reference to the subject area inherent to the teaching activity to be performed. In the case of paid assignments, the provisions announcing the selection must certify financial coverage"*;
- Having regard to** Article 23(1) of Law No. 240/2010, pursuant to which *"1. Universities, [...], may conclude contracts for a duration of one academic year and renewable annually for a maximum period of five years, either free of charge or against payment (...), for highly qualified teaching activities (...) and the following paragraph 2, which states that "2. Without prejudice to the assignment of teaching contracts to university lecturers and researchers, universities may also, within the limits of their budget availability, enter into contracts for consideration, in order to meet specific, ordinary or supplementary teaching requirements, with persons meeting appropriate scientific and professional requirements. Qualifications such as PhD degrees, medical specialisations, qualification, or equivalent qualifications obtained abroad will be considered preferential for the purposes of the aforementioned contracts. Contracts are awarded after completion of procedures governed by university regulations, in compliance with the Code of Ethics, which ensure the comparative assessment of candidates and the publication of the acts", as amended;*



- Given** the University Statutes approved by Rectoral Decree No. 1203 of 13 December 2011, and last amended by Rectoral Decree No. 236 of 20 February 2024;
the University Teaching Regulations pursuant to Law 240/2010 and the University Statute, issued by Rectoral Decree 1230/2011, as amended, recently adapted by Ministerial Decree No. 96 of 6 June 2023 by Rectoral Decree No. 1688/2023;
the University Regulations governing teaching and tutoring contracts, issued by Rectoral Decree 418/2011, *as amended and supplemented*;
the Regulations for the Discipline of Extra-Institutional Assignments of the University's managerial, technical-administrative, foreign language instructors and fixed-term language assistants, issued by Rectoral Decree no. 1564/2023 of 8 November 2023;
the University Regulation on PhD programmes issued by Rector's Decree 1468/2016 dated 05/12/2016)
the Regulation for research fellowships pursuant to law no. 240/2010 issued by R.D. no. 416/2011;
- Having examined** the Guidelines for the teaching programme for the academic year 2024/2025, approved by resolution of the Board of Governors on 31 October 2023, item 5.01 on the agenda of the meeting, *as amended*, which envisage the use of paid contracts only after verifying the impossibility of covering the teaching activity with tenured professors or researchers of the University;
- Furthermore, given:**
- the Decree of the Director General no. 7154/2022, prot. no. 304643 of 11/11/2022, on the reorganisation of general administration with allocation to the AFORM Area and relevant Campus Units of responsibilities relating to the support and administration of degree programmes;
 - the executive order conferring the position of Executive Officer - Manager of the AFORM Area - Alice Trentini for the period from 01/01/2023 to 31/12/2025 - Rep. no. 8068/2022 Prot. no. 0389744 of 15 December 2022;
 - the management provision Prot. 7798/2024 Rep. 177 of 10 January 2024 conferring power of signature on the Head of the Educational Services Sector "Science", Roberto Giordani;
- Having ascertained that** by resolution of the Department Board of Chemistry "G. Ciamician" of 10/04/2024, it was ordered that paid contracts be entered into, subject to the completion of procedures that ensure the comparative assessment of the candidates and the publication of the acts for the awarding of course units and teaching modules;
- Having verified** the availability of the necessary funds to cover the activities guaranteed by the Department by using the Integrated budget for teaching and Funding Erasmus Mundus CHIR;



HEREBY ANNOUNCES THE FOLLOWING CALL FOR APPLICATIONS FOR THE AWARD OF PAID CONTRACTS
FOR TEACHING COURSE UNITS AND TEACHING MODULES

Art. 1

Scope of the contract

1. For the academic year 2024/2025, a selection procedure based on qualifications is called for to cover the following teaching activities contained in Annex 1: an integral part of this announcement related to the study courses of the Department of Chemistry "G. Ciamician.
2. The teaching activity is executed personally by the contractor who carries it out by the face-to-face on the premises that the University makes available; where provided for by the University, the contractor may be required to carry out the teaching activity in alternative modes (by way of example only: distance learning, blended learning).
3. 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.
4. 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.

Art. 2

Participation requirements, limits and incompatibilities

1. Requirements for participation.

Applications may be submitted by persons who meet the applicable scientific and professional requirements:

- a) 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 for at least 3 years.
- b) for teaching modules:** 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.

The following persons are not eligible to participate in this comparative assessment procedure:

- 1) professors and researchers working at the University and at other Italian universities;
- 2) students enrolled in PhD programmes. Said restriction does not apply if the attendance required for the standard duration of their programme has been reached (3 or 4 years);
- 3) 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 contract paid 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;



- 4) those for whom a contract has previously been terminated pursuant to the Regulation governing teaching and tutoring contracts in R.D. no. 418/2011¹.
- 5) students with paid tutoring contracts pursuant to D.M. 198/2003, implementing Decree-Law 105/2003².

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

2. Hourly limits for the assignment of tasks. Each holder of a paid teaching contract may be entrusted with a **maximum of 240 hours** of course units and/or teaching modules per academic year, expressly referring to the teaching activity.

The assignments conferred, including any tutoring or language teaching, cannot exceed the maximum total limit of **480 hours per academic year, 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.**

This does not prejudice particular limitations for certain categories of candidates:

- a) research fellows: they may carry out teaching activities up to a maximum total of 80 hours per academic year; in the event that the call concerns teaching activities in excess of 80 hours, the research fellow may not participate in the selection. In the event that research fellows also carry out tutoring activities, the total assignments may not exceed a maximum of 120 hours per academic year. 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.
- b) technical-administrative staff, foreign language instructors and fixed-term language assistants at the University of Bologna: the staff referred to in this letter may carry out teaching activities, however defined, up to a maximum, cumulatively, of 40 hours per academic year.

The candidature of the staff referred to in the first paragraph of this letter is therefore limited to teaching assignments, in compliance with the provisions of the previous paragraph, lasting no more than 40 hours; only technical-administrative staff with a part-time employment relationship and working no more than 50% of full-time work, foreign language instructors and fixed-term language assistants, may apply for teaching assignments, up to a maximum of 100 hours per academic year, subject to prior notification to the competent persons indicated in Article 8 of the Regulations governing extra-institutional assignments for managerial and technical-administrative staff, CELs and contract lecturers. Therefore, the persons referred to in the previous paragraph may not apply for assignments with more than 100 hours.

Professional staff of the University of Bologna 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,

¹ Cf. Article 14(7) of the Regulation governing teaching and tutoring contracts in R.D. No 418/2011, "In the event of serious breach of contractual obligations or for other justified serious reasons, upon notification by the head of the department, the relationship may be terminated by Rectoral decree";

² See Article 1, paragraph 1, letter b) of the Decree Law of 9 May 2003 No 105, converted with amendments into Law No 170 of 11 July 2003, containing 'Urgent provisions for universities and research bodies, as well as on the subject of qualification for the exercise of professional activities', by virtue of which, from the 'Fund for the support of young people and to encourage student mobility', allocated annually by the universities, it is possible to proceed '[to] assign, to capable and deserving students enrolled in specialist degree programmes, specialisation schools for the legal professions, specialisation schools for secondary school teachers and PhD programmes, grants for the encouragement of tutoring activities pursuant to Article 13 of Law no.341 of 19 November 1990, as well as for supplementary, preparatory and remedial teaching activities';



foreign language instructors and fixed-term language assistants of the University of Bologna, issued by Rectoral Decree no. 1564/2023 of 8 November 2023.

3. Special cases.

3.1 Former employees of the University of Bologna may apply after meeting the requirements of art. 25 of Law 724/1994³, as amended, for the receipt of a retirement pension.

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

3.3. Candidates may not be appointed to teach course units/modules in a degree programme in which they are enrolled, even if they possess a suitable qualification.

Art. 3

Application submission procedures and deadlines

1. Applications may only be submitted online by accessing the following link: <https://personale.unibo.it/> **no later than 12:00 on 6th May 2024.**

2. When submitting the application, as regulated in the previous paragraph, the applicant must attach the following documents in the formats provided by the application:

- a photocopy of the candidate's valid identity document;
- their curriculum vitae of teaching and scientific activities, (drafted in Italian or in English according to Annex A to this notice), including any list of certificates of particularly significant professional results, drawn up in accordance with articles 46 and 47 of the Presidential Decree No 445/2000;
- list of qualifications and publications;
- the results of the students' questionnaires concerning the evaluation of teaching over the last three academic years, if already in the candidate's possession, as a result of previous assignments; if the teaching activity was carried out at the University of Bologna, these results will be acquired ex officio⁴;
- any list of particularly significant professional certifications, where relevant;
- the personal, tax and social security data form (to be found among the annexes to this notice and published at <https://bandi.unibo.it/didattica/incarichi-insegnamento>).

³If the service ended prior to 2011, the requirement for the retirement pension was 61 years for women and 65 for men; If employment terminated prior to the end of 2012, the age requirement for obtaining a retirement pension was 66 years for both men and women; if the employee earned the pension right under the rules in force prior to 1 January 2012, the requirements indicated in the previous point remain applicable; If employment terminated between 2013 and 2015, the age requirement for obtaining a retirement pension was 66 years and 3 months for both men and women; if the employee earned the pension right 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 retirement 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 2025, the retirement age is 67 years for both men and women.

If the employee is entitled to retirement under the rules in force prior to 1 January 2019, the requirements indicated in the previous points remain applicable.

⁴ 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 of 22.09.2020 and the Board of Governors of 29.09.2020).



3. All candidates are admitted to the selection except for those who have submitted applications in a manner different from that stipulated in the preceding paragraphs of this Article, or for those who do not meet the admission requirements set out in Article 2(1) of this notice.

4. The Administration reserves the right to carry out, at any time, checks on the declarations made by candidates when submitting their applications, and may exclude candidates from the selection process if untrue declarations are found.

Art. 4

Selection procedure and evaluation criteria for the comparative assessment of qualifications

1. The selection procedure is run by a specific Committee appointed in accordance with art. 8.3 of University Regulation no. 418 of 20 April 2011, as amended.

2. The Committee is required, in particular, to assess the following qualifications, provided they are relevant to the teaching activity to be carried out:

- evidence of teaching experience gained in an academic environment, supplemented, where possible, with the student feedback – **up to a maximum of 25 points;**
- professional experience relevant to the activity to be carried under the call for applications (including a research fellowship) – **up to a maximum of 20 points;**
- qualifications possessed by the candidate in addition to the admission qualification (score of the degree, PhD, specific 1st or 2nd Level Professional Master's Programmes, enrolment in professional registers, language certifications, specialisation school) – **up to a maximum of 25 points;**
- any publications - **up to a maximum of 10 points;**
- any particularly significant professional achievements – **up to a maximum of 10;**
- other qualifications (e.g. further training courses, winter/summer schools, vocational courses) – **up to a maximum of 10 points.**

3. The Committee's judgement on merit is final.

4. Prior to the assessment of candidates, the Committee may set a minimum score for eligibility and admission to the ranking list.

5. The Committee shall assess the qualifications and publications even if only one candidate participates in the selection procedure.

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

7. 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.

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

9. At the end of the selection procedure, the Committee formulates the ranking list of successful candidates.

Art. 5

Validity and publication of the ranking list

1. In accordance with the provisions of Article 8.4 of the University Regulations issued by R.D. no. 418 of 20 April 2011, as amended, the ranking list of suitable candidates will be valid exclusively for the 2024/2025 academic year.



2. The ranking list of successful candidates is approved by a specific executive order; the aforementioned order is published on the University's institutional website at <https://bandi.unibo.it/didattica/incarichi-insegnamento> under "*expired*", sub-menu "*results*" of the call for applications.
3. The first-ranked candidate is awarded a teaching assignment for the academic year to which the ranking list refers.
4. In the event of waiving the assignment or terminating the relationship during the academic year, the appointment is transferred to another suitable candidate, following the order of the ranking list. Successful candidates may withdraw from the appointment by filling in the appropriate form provided by the Educational Services Sector - Science Office for the programme catalogue and teaching planning and forwarding it promptly by email to the following address: scienze.didattica@unibo.it.
5. If a candidate who is already a research fellow is awarded a teaching contract, he/she must obtain the required authorisation before starting the teaching activities, in accordance with the procedures set out in Article 14 of the Research Grant Regulations issued by Rectoral Decree no. 416/2011.

Art. 6

Safeguarding provision

1. By submitting an application in this selection procedure, the candidate accepts every clause and condition contained therein.
2. The signing of the contract with the successful candidate will be subject to the positive outcome of the procedure provided for by art. 8 paragraph 6 of the University Regulation issued by Rector's Decree no. 418 of 20 April 2011.
3. The appointment is conditional upon prior verification of the institutional teaching load of the University teaching staff (teachers and assistant professors) who will start work following completion of the assessment procedures specified in art. 24, paras. 5 and 6, of Law no. 240/2010, or in the competition procedures pursuant to art. 18 and 24, para. 2, of Law no. 240/2010, or who are called directly pursuant to art. 1, para. 9, of Law no. 230 dated 4/11/2005 prior to the start of the learning activity covered by this selection procedure, or who will return to service prior to the start of the learning activity.
4. If no student includes the learning activity covered by this selection procedure in their study plan, the University reserves the right not to proceed with the assignment.

Art. 7

Obligations of the successful candidate

1. 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 the following documents carefully:
 - University Regulations governing teaching and tutoring contracts;
 - Information on the processing of personal data;
 - Health and Safety Manual.
2. The successful candidate further undertakes to comply with occupational health and safety training obligations and personal data protection obligations, as per the following Intranet page:
<https://intranet.unibo.it/RisorseUmane/Web3/Pagine/DocentiContrFormazioneObbligatoria.aspx>.

Art. 8



Processing of Personal Data

1. The personal data transmitted by each candidate when completing the procedure for participation in this selection procedure, as well as for the drafting of the contract, are collected by the **AFORM Area - Educational Services Sector "Science"** for the programme catalogue and teaching planning and processed in compliance with the principles and provisions on the protection of personal data and confidentiality established by Legislative Decree no. 196 of 30 June 2003 and EU GDPR no. 679/2016, for the purposes indicated in this call for applications and for the period strictly necessary.
2. In submitting the application for participation in the selection, each candidate consents to the processing of personal data so that:
 - his/her name and the results of the selection are published in the specific section of the University's institutional website;
 - the documents submitted may be accessed by other candidates, who may use them only to protect their own personal interests.
3. By participating in this selection, the candidate declares that he/she has read the specific privacy policy available at the link: <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/information-for-other-persons-that-have-dealings-with-the-university-temporarily-or-otherwise> .

For the Head of AFORM
Alice Trentini
the Head of the Science Services Sector
Roberto Giordani
(Digitally signed)



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