



DECREE no. 1993 dated 05/12/2025

THE RECTOR

Selection procedure to fill a FULL professor vacancy – tenured post – by a call in accordance with Article 18(1) of Italian Law 240/2010 and the University Regulations issued by Rector’s Decree no. 977 of 09/12/2013, as amended.

HAVING REGARD	to Italian Law no. 240 dated 30/12/2010, concerning “Regulations regarding the organisation of universities, academic staff and recruitment, as well as the mandate to the Government to promote the quality and efficiency of the university system”;
HAVING REGARD	to the code for the protection of personal data issued by Italian Legislative Decree no. 196/2003;
HAVING REGARD	to Italian Law no. 106/2004, concerning “Provisions on legal deposit of documents of cultural interest intended for public use”;
HAVING REGARD	to Italian Presidential Decree no. 252/2006, concerning “Regulations setting out provisions on legal deposit of documents of cultural interest intended for public use”;
HAVING REGARD	to Italian Presidential Decree no. 487 dated 09/05/1994, as amended, concerning “Regulations setting out provisions on the access to employment in public administrations and public selection processes, centralised selection processes and other forms of recruitment in the public sector”;
HAVING REGARD	to Italian Presidential Decree no 445 of 28/12/2000 concerning the “Consolidated act of laws and regulations on administrative documentation”;
GIVEN	Rector’s Decree no. 977 dated 09/12/2013, issuing the University’s Regulations governing the call for full and associate professors pursuant to Articles 18 and 24(5) and (6) of Italian Law no. 240/2010, as amended;
HAVING REGARD	to Article 19 of Italian Legislative Decree no. 33/2013, as amended by Article 18 of Italian Legislative Decree no. 97/2016, concerning the



	obligations to publish notices and criteria for evaluation by the Committees;
GIVEN	the code of ethics and conduct issued by Rector's Decree no. 293 dated 05/03/2024;
HAVING REGARD	to Decree of the Italian Ministry of University and Research no. 639 dated 02/05/2024, establishing subject groups and the corresponding declarations, as well as streamlining and updating subject areas and associating each of them to a subject group, pursuant to Article 15 of Italian Law no. 240 dated 30/12/2010;
HAVING REGARD	to Decree of the Italian Ministry of University and Research no. 456 dated 10/05/2023, defining the table of equivalence between Italian and international academic positions;
GIVEN	the request to fill a vacant post submitted by the Department of Classical Philology and Italian Studies - FICLIT
GIVEN	the resolution passed by the Board of Governors on 21/11/2025;
HAVING ASCERTAINED	that sufficient funds are available;

HEREBY DECREES

Article 1

The call for applications to fill one Full professor vacancy – tenured post – by a call in accordance with Article 18(1) of Italian Law 240/2010, is hereby announced as follows.

FICLIT - DEPARTMENT OF CLASSICAL PHILOLOGY AND ITALIAN STUDIES

REF. O18C1II2025/2020/R23

SUBJECT AREA GROUP: 11/HIST-04 - Book and Archive Studies, Historical-Religious Sciences

SUBJECT AREA: HIST-04/C - Archiving, Bibliography and Librarianship

Posts: 1 Place of employment (campus): Bologna

No teaching trial envisaged.

Seminar not envisaged.



Specific functions (type of teaching and scientific activity that the successful applicant will be required to carry out)	Teaching activity: the lecturer will have to carry out teaching activities in the first-cycle degree programmes in Literature and History and in the second-cycle Master's degree programme in Italian Studies and Historical Sciences at the University of Bologna on topics related to the History of Books, Bibliography and Librarianship, the History of Libraries. He/she will have to support the first- and second-cycle degree programmes as regards internship activities, including internships abroad, and participate in the activities of the PhD degree programme in Literary and Philological Cultures at the Department of Classical Philology and Italian Studies - FICLIT. Scientific activity: the lecturer is expected to carry out research activity in the field of book and printing history, history of typography, cataloguing and management of ancient books, with special focus on the study of paratext. He/she will also have to organise cultural initiatives, promoting conferences, seminars and third mission activities.
Language skills in addition to Italian, if any	English
Number of publications to be assessed	15 Languages of presentation of publications: Italian - English - French - Spanish
Evaluation standards	
	Teaching activity
Lecturing	For the purposes of evaluating the teaching activity, consideration will be given to the volume and continuity of teaching activity relevant to the declaration for the Subject Area to which the selection refers. Consideration will be given to the teaching activity carried out by the applicant(s), particularly those carried out over the last 10 years.
Supplementary teaching and student support activities	For the purposes of evaluating supplementary teaching and student support activities, consideration will be given to activities such as supervision (tutoring) of Bachelor's (three-year) and Master's (two-year) degree dissertations and PhD theses, as well as the conduct of seminars, practical work and tutoring of students.
	Research activities and scientific publications
Research activity	For the purposes of evaluating research activity, qualitative standards will focus on the following aspects:



	a) organisation, management and coordination of national and international research centres or groups, or participation therein, and other research activities such as direction of, or participation in, editorial boards of journals; b) receipt of national and international awards and recognitions for research; c) participation as a speaker at congresses and conferences of international interest.
Overall scientific output	Consideration will be given to the overall weight of the applicant's scientific output and its intensity and continuity over time, excluding any adequately documented periods when work was suspended and other mandatory or long-term leaves established by current laws, other than those allowed for study purposes.
Scientific publications submitted for evaluation	The scientific publications submitted for detailed evaluation will be evaluated with reference to the following criteria: a) originality, innovative nature, methodological rigour and importance of the publisher of each publication; b) consistency of each publication with the declaration for the Subject Area to which the selection refers; c) scientific importance of the journal in which each publication appears and its readership within the scientific community; d) detailed assessment, also by applying criteria recognised by the relevant international scientific community, of the individual contribution of the researcher to collaborative works. The individual contribution will be determined as follows: explicit indication of personal contribution (e.g. in a footnote) or joint statements by co-authors made after publication. The Committee will not use bibliometric indicators.
	Service, institutional, organisational and third mission activities
Service, institutional, organisational and third mission activities	For the purposes of evaluating service, institutional, organisational and third mission activities at Universities and private and public research institutions, to the extent relevant to the role, consideration will be given to their volume, duration



	and continuity, as well as to the level of responsibility of the functions performed.
--	---

Article 2

Subjective requirements for participation in the selection procedure

1. The selection procedure is open to:
 - a. applicants who have obtained the national qualification in accordance with Article 16 of Italian Law no. 240/2010 for the subject area of the competition included in the Subject Area Group to which the call for applications refers and for the functions to which the procedure refers, or for higher functions provided they do not already perform those higher functions;
 - b. applicants who are eligible pursuant to Italian Law no. 210/1998 for the category to which the call for applications refers, solely for the period of eligibility;
 - c. professors already employed by a different University in the category to which the call for applications refers;
 - d. academics with permanent employment abroad, performing research or teaching activity at the university level in positions that are equivalent to those to which the call for applications refers, as determined by reference to the tables of equivalence issued by the Italian Ministry of University and Research (hereinafter referred to as the MUR) in Ministerial Decree no. 456 dated 10 May 2023. The University may obtain the opinion of the MUR on the equivalence between the role declared by the applicant and the Italian academic positions. The MUR shall express an opinion within 60 days of the University's request. In cases where the opinion of the MUR needs to be obtained, the applicant shall be admitted to the procedure on a conditional basis.
2. Applicants who, at the time of submitting their application, are consanguineal relatives or are relatives through marriage up to and including the fourth degree with a professor of the Department that seeks to fill a vacancy or of the entity making the call 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.
3. The applicant must meet the admission requirements provided for by this article by the deadline for submitting applications to the selection procedure. Any subsequent changes affecting the requirements for participation must be notified promptly to the Ufficio Concorsi Docenti.
4. Applicants are accepted on a provisional basis. By reasoned decision, the Rector may exclude applicants from the procedure at any time for failing to meet the relevant admission requirements.



Article 3 **Online application**

1. Applications to participate in the selection, together with the qualifications held and the documents and publications considered useful for the procedure, **must be submitted online, under penalty of exclusion**, using the dedicated IT application available at the following link:

<https://pica.cineca.it/unibo/>

2. **This is the only valid method to submit applications and the documents considered useful for participating in the selection procedure.**
3. Participation in the selection is only possible after self registration with the system using an email account, which does not need to be a certified email account.
4. The applicant must enter all the information required to prepare the application and attach the related documents in electronic PDF format. The application form must be completed in full, as specified by the online procedure.
5. The online application allows the documents in draft mode to be saved up until the deadline for submitting the application. The “draft” status does not indicate submission of the application. In order to confirm that they wish to proceed with the application, applicants must ensure that the status of their application is “submitted”. Therefore, only applications showing the “submitted” status by the relevant deadline will be considered for the purpose of participating in the procedure and consequently sent to the Committee to be evaluated. The date of online submission of the application is certified by the IT system, which issues a receipt that is sent automatically to the applicant via email upon submission of the application.
6. After completing the application and uploading all the relevant attachments, the applicant must ensure that they click on “submit”. Completion of the application process will be indicated by the change in the application status, which will switch from “draft” to “submitted”. Upon completion of the application process, the applicant will receive an automatic email confirming submission of their application.
7. **After the deadline for submitting the application, the system will no longer allow the electronic form to be accessed or submitted.**
8. The application must be prepared and submitted online **by and no later than 11.59 p.m., Italian**



time, on the thirtieth day following that of publication of the call for applications in the Italian Official Gazette – IV special series – Competitions and exams. Each application will be assigned an identification number that, together with the competition code indicated by the IT application, must be specified in all subsequent communications.

9. Users can access the University of Bologna website (<https://bandi.unibo.it/docenti/procedure-chiamata-professori>) to consult a brief “Practical guide for completing the application on the PICA platform”.

Article 4

Declarations required for participation in the procedure

1. In their application, being aware of the provisions of Article 76 of Italian Presidential Decree no. 445 of 28/12/2000 concerning the making of false declarations and the production and/or use of false documents, applicants must:

- indicate the Department, Subject Area Group and Subject Area for which they are applying;
- make the declaration regarding the processing of their personal data and authorisation to use said data;
- indicate their personal identification and contact details;
- indicate the qualifications they hold allowing them to participate in the selection procedure;
- make the declarations regarding their enjoyment of civil and political rights in their home country, and regarding any criminal convictions and/or pending criminal trials or proceedings;
- make the declaration regarding any consanguineal relationships or relationships acquired through marriage up to and including the fourth degree, with a professor of the Department that seeks to fill the vacancy or of the entity making the call or with the Rector, the Director General or a member of the Board of Governors of the University;
- declare their commitment to notify the Ufficio Concorsi Docenti about any subsequent changes with regard to meeting the requirements for participation in the procedure;
- make the declaration regarding any military obligations (only for male Italian citizens);
- make the declaration regarding any dismissal or exemption from employment with a Public Administration for persistent poor performance, or a declaration that they have never been dismissed from public employment pursuant to Article 127(1)(d) of the Consolidated Act, approved by Italian Presidential Decree no. 3 dated 10 January 1957, or that their employment contract has never been terminated for disciplinary reasons, including those specified in Article 21 of Italian Legislative Decree no. 29/1993;
- make the declaration regarding their knowledge of the Italian language;
- make the declaration regarding any periods of involuntary suspension from research activity, with particular reference to the performance of parental duties;



- make the declarations accepting the methods of disclosure and publication of the documents related to the procedure.

2. The following must be attached to the application to participate in the procedure:

- a) photocopy of a valid ID document;
- b) Curriculum vitae (in Italian or English) indicating the applicant's experience in teaching and scientific research. The curriculum vitae, duly signed and dated, must contain a declaration in lieu of certification, pursuant to Articles 46 and 47 of Italian Presidential Decree no. 445/2000, confirming possession of all the qualifications indicated therein. The University has prepared a CV template to facilitate evaluation by the Committee, which is available on the University website (<https://bandi.unibo.it/docenti/procedure-chiamata-professori>) together with this call for applications;
- c) Publications in PDF format that the applicant wishes to submit to the Committee for detailed evaluation. The Committee will only assess publications that have been correctly attached by uploading them either via LoginMiur or manually in PDF format.

Article 5 **Eligible publications**

1. The scientific publications that applicants wish to use for selection purposes must be submitted by uploading them via LoginMiur or manually in PDF format, using exclusively the dedicated IT application available at the following link:
<https://pica.cineca.it/unibo/>
2. The evaluation will consider papers and texts accepted for publication in accordance with current regulations, as well as essays included in collections and articles published in printed or digital journals, with the exclusion of internal notes and departmental reports. The texts and articles accepted for publication by the deadline for the call for applications must be submitted together with the related acceptance letter from the publisher.
3. For publications printed abroad, the date and place of publication or, alternatively, the ISBN code or another equivalent code must be indicated. Publications must be submitted in Italian or in English, unless otherwise indicated in the relevant job description. With regard to selection procedures for language areas, publications may be submitted in the language or in any of the languages to which the procedure refers.
4. Publications in languages other than those provided for by the call for applications will only be considered if accompanied by an official translation certificate issued pursuant to the provisions



in force. In this case, publications must be translated into Italian and the translation must be certified by the competent diplomatic or consular authority or by an official translator.

5. Publications will be processed by the Committee solely in the context of this selection procedure.

Article 6

Withdrawal of applicants from the selection procedure

1. Applicants may withdraw from the selection procedure by sending an email to the Ufficio Concorsi Docenti office at the email address apos.concorsidocenti@unibo.it, attaching a signed declaration in PDF format and a photocopy of a valid ID document.

Article 7

Selection Committees and procedures

1. The Committee is appointed pursuant to the provisions of Articles 8 and 8-*bis* of the Regulations governing the call for full and associate professors. The work of the Committee is completed within three months of appointment by the Rector.
2. The Committee appoints a Chair and a Secretary, who takes the minutes, from among its members. It conducts its work in the presence of all its members and passes resolutions by an absolute majority of its members. The Committee may use online systems to hold meetings. The Commission defines the evaluation criteria for the applicant(s) at its first meeting. The minutes of the first meeting are published on the University website <https://bandi.unibo.it/docenti/procedure-chiamata-professori> in the section dedicated to the specific procedure.
3. The Committee identifies up to three suitable applicants after giving a collective opinion on each applicant based on the evaluation of the standards provided for by the Regulations and the call for applications.
4. The Rector may defer the deadline to complete the procedure by reasoned decision at the request of the Chair of the Committee, only one time and by up to one month. If the documents related to the procedure are not delivered by the deadline for completion, the Rector will dissolve the Committee and appoint a new one to replace it.

Article 8

End of the procedure – Call of suitable applicants



1. The selection procedure documents are approved by Rector's Decree within thirty days of their submission to the relevant offices by the Selection Committee.
2. Following the comparative procedure carried out by the Committee, within two months of the approval of the documents, the Department Board will recommend to the Board of Governors one of the applicants that the Committee has identified as suitable. Deadlines are suspended from 1 to 31 August of each year.
3. The Department's resolution, taking account of the outcomes of the evaluation carried out by the Evaluation Committee, is based on the scientific profile and teaching activities of the applicant(s), also in light of the consistency of the applicant's curriculum vitae with the teaching and scientific activities outlined in the call for applications.
4. The Decree approving the Commission's documents and minutes will be sent to applicants via the email addresses indicated in their applications.

Article 9

Processing of personal data

1. The personal data of applicants will be processed solely in accordance with current laws and for purposes strictly connected to and useful for managing the selection procedure.

Article 10

Relevant regulations

1. For all matters not governed by this call for applications, reference is made to the University Regulations governing the call for full and associate professors pursuant to Articles 18 and 24(5) and (6) of Law no. 240/2010, as amended, issued by Rector's Decree no. 977 of 09/12/2013 – available at: <https://normateneo.unibo.it/>

Article 11

Procedure Supervisor

1. The Procedure Supervisor is Michele Menna. For information on the selection procedure, please contact Ufficio Concorsi Docenti – University of Bologna – Piazza Verdi no. 3 – Tel. +39 051 2082033 - 2098947 - 2082011 - 2082076 - 2098946; email: apos.concorsidocenti@unibo.it. The Manager of the Ufficio Concorsi Docenti is Barbara Cavrini barbara.cavrini@unibo.it



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

AREA
DEL PERSONALE

DEPUTY RECTOR

Professor Simona Tondelli
(digitally signed)