



GENERAL ADMINISTRATION
PERSONNEL AREA
OFFICE FOR LECTURESHIP COMPETITIONS

RECTOR'S DECREE No. 2162 dated 20.12.2021

Selection procedures for the coverage of 2 University Professorships with tenure – Associate category – by a call in accordance with art. 18, paragraph 1, of Law 240/2010 and the University Regulations issued by Rector's Decree (R.D.) 977 dated 9.12.2012, as amended.

THE RECTOR

GIVEN Law 240 dated 30.12.2010;
GIVEN the code for the protection of personal data issued by Legislative Decree 196/2003;
GIVEN Law 106/2004 and Presidential Decree 252/2006;
GIVEN Presidential Decree 487 dated 09.05.1994, as amended;
GIVEN R.D. 977 dated 09.12.2013, which issued the Regulation of the University of Bologna governing the call for full and associate professors pursuant to articles 18 and 24 of Law 240/2010 as amended;
GIVEN art. 19 of Legislative Decree no. 33/2013, as amended by art. 18 of Legislative Decree 97/2016, on the obligation to publicise calls for applications and the assessment criteria adopted by Committees;
GIVEN the code of ethics and conduct issued by R.D. 1408 dated 01.10.2014;
GIVEN Ministerial Decree 855 dated 30.10.2015 on the redetermination of competition sectors;
GIVEN the requests for the coverage of positions approved by the Departments;
GIVEN the Board of Directors with resolution taken on 26.10.2021;
HAVING CHECKED the availability of funds;

DECREES

ART. 1

The following selection procedures for the coverage of 2 University Professorships with tenure, **Associate category**, are announced by a call in accordance with art. 18, paragraph 1, Law 240/2010:

DAR - DEPARTMENT OF THE ARTS REF. A18C1II2021/1431 COMPETITION SECTOR: 10/C1 - THEATRE, MUSIC, CINEMA, TELEVISION AND AUDIOVISUAL MEDIA SUBJECT GROUP: L-ART/05 - DISCIPLINES OF THE PERFORMING ARTS Posts: 1 Place of employment: Bologna
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Specific functions	Teaching commitment: teaching course units of the L-ART/05 subject group in accordance with the national regulations for associate professors and the need to cover the learning catalogue, giving priority to the requirements of the centre indicated in the call for applications.
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	Scientific commitment: research on topics falling within the L-ART/05 subject group, as envisaged in the declaration and included in the specific work carried out at the centre indicated in the call for applications.
Language	Italian
Maximum number of eligible publications	12
Assessment standards	
	Teaching activities Available points: 40
Teaching activities	Consideration will be given to the volume and continuity of the activities carried out, with particular reference to course units and modules for which responsibility was taken.
Supplementary teaching and student service activities	Consideration will be given to the supervision of undergraduate and postgraduate dissertations and PhD theses for which the candidate was the principal supervisor, as well as the conduct of seminars, case studies and the tutoring of students.
	Research and scientific publications Available points: 60
Research activities	The following will be assessed: a) organisation, management and coordination of national and international research centres, or participation therein, and other research activities such as the management of, or participation in, the editorial committees of journals. b) receipt of national and international awards and recognitions for research activities.
Research activities	Participation as a speaker at international-level congresses and conferences will also be considered.
Scientific production	Consideration will be given to the overall weight of the candidate's scientific production and its intensity and continuity over time, excluding any adequately documented periods when research activities were involuntarily suspended and other periods of leave or stand-by established by current laws, excluding those allowed for study purposes.
Scientific publications	Consideration will be given to: a) originality, innovative nature, methodological rigour and importance of each publication; b) consistency of each publication; c) scientific importance of the journal or other outlet making the publication and its readership within the scientific community; d) analytical assessment, applying criteria recognised by the relevant international scientific community, of the individual contribution of the researcher to collaborative works.
	Total available points: 100 Teaching activities 40 points Research activities 60 points

DIMES - DEPARTMENT OF EXPERIMENTAL, DIAGNOSTIC AND SPECIALTY MEDICINE
REF. A18C1II2021/1389
COMPETITION SECTOR: 06/F3 - OTORHINOLARYNGOLOGY AND AUDIOLOGY
SUBJECT GROUP: MED/31 - OTORHINOLARYNGOLOGY
Posts: 1 Place of employment: Bologna

Care activities	The successful candidate will be required to perform care activities at the Otorhinolaryngology and Audiology OU – University Public Hospital – S. Orsola Malpighi Polyclinic in Bologna. Subjective requirements for performing care activities: <ul style="list-style-type: none"> - Degree in Medicine and Surgery; - Specialisation in Otorhinolaryngology; - Registration with the Board of Physicians, Surgeons and Orthodontists.
Specific functions	TEACHING COMMITMENT: the successful candidate will teach course units relating to the competition sector and subject group (MED 31 and MED 32) in accordance with the national regulations for Associate Professors and the need to cover the learning catalogue. SCIENTIFIC COMMITMENT: research in areas relevant to the competition sector in accordance with the requirements of the ministerial declaration and the specific activities carried out by the Department.
Language	Italian
Maximum number of eligible publications	12
Assessment standards	
	Teaching activities Available points: 25
Teaching activities	Consideration will be given to the volume and continuity of the activities carried out, with particular reference to course units and modules for which responsibility was taken.
Supplementary teaching and student service activities	Consideration will be given to the supervision of undergraduate and postgraduate dissertations and PhD theses for which the candidate was the principal supervisor, as well as the conduct of seminars, case studies and the tutoring of students.
	Research and scientific publications Available points: 60
Research activities	The following will be assessed: <ul style="list-style-type: none"> a) organisation, management and coordination of national and international research centres, or participation therein, and other research activities such as the management of, or participation in, the editorial committees of journals; b) national and international awards and recognitions for research activities.
Research activities	Participation as a speaker at international-level congresses and conferences will also be considered.
Scientific production	Consideration will be given to the overall weight of the candidate's scientific production and its intensity and continuity over time, excluding any adequately documented periods when research activities were involuntarily suspended and other periods of leave or stand-by established by current laws, excluding those allowed for study purposes.
Scientific publications	Consideration will be given to: <ul style="list-style-type: none"> a) originality, innovative nature, methodological rigour and importance of each publication; b) consistency of each publication; c) scientific importance of the journal in which the publication appears and its readership within the scientific community; d) analytical assessment, applying criteria recognised by the relevant international scientific community, of the individual contribution of the candidate to collaborative works, which will be determined as follows: the

	position of the candidate's name in the publication will be assessed giving priority to the position of first name, last name or corresponding author.
	The Committee may make use of one or more of the following bibliometric indicators, referring to the start date of the assessment: 1) total number of citations; 2) average number of citations per publication; 3) total impact factor; 4) average impact factor per publication; 5) combination of the preceding parameters in order to assess the impact of the candidate's scientific productivity (Hirsch or similar index).
	Institutional and organisational activities for the University Available points: 5
	Consideration will be given to the volume and continuity of the activities carried out, with regard in particular to management appointments and the commitment made to boards and committees at significant public and private bodies or scientific and cultural organisations, or at the University and/or other Italian and foreign Universities.
	Clinical care activities in the medical or veterinarian sectors Available points: 10
	The compatibility of the overall clinical activities of the candidate with the subject group addressed by the competition or related sectors will be taken into consideration. The duration, continuity, specificity and the degree of responsibility of the care activities performed will be considered. Activities performed in the fields of otology, endoscopic ear surgery and the diagnosis and treatment of facial nerve paralysis will be considered particularly relevant.
	Total available points: 100 Teaching activities 25 points Research activities 60 points Activities for the University institutional and organisational 5 points Clinical care activities 10 points

ART. 2

Subjective requirements for admission to the procedure

The procedure is open to:

- a) candidates who have obtained national qualification in accordance with art. 16 of Law 240/2010 for the competition sector or for one of the competition sectors included in the same macro-sector and for the functions that are the subject of the procedure, or for higher functions provided they do not already hold those higher functions;
- b) candidates who are eligible pursuant to Law 210/1998 for the category addressed by the call for applications, solely for the period of duration of the same;
- c) professors permanently employed by a different University in the category addressed by the call for applications;
- d) academics with permanent employment abroad, performing research activities or teaching at university level in positions that are equivalent to those addressed by the call for applications, as determined by reference to the equivalence tables issued by the Ministry.

It is not possible to participate in the procedure if, at the time of applying, the applicant is related, up to and including the fourth degree, directly or by marriage, to a professor within the Department that has requested activation of the post or the structure that has issued the call for applications, or to the Rector, the Director General or a member of the Board of Governors of the University.

If the procedure envisages performing care activities that are an integral part of the teaching and research activities, the candidate must demonstrate, under penalty of exclusion, that he/she meets the subjective requirements to perform said care activities. Said requirements are indicated in the relative job description. The requirements must be met by the deadline for submitting the application.

In the event that the requirements for performing care activities include a degree and a postgraduate specialist diploma, and one or both of these was obtained abroad, the candidate must indicate in their curriculum vitae that they have obtained the statement of equivalence pursuant to art. 38, paragraph 3 of Legislative Decree 165/2001.

The candidate must satisfy the admission requirements envisaged in this article on the last date available for submitting applications for admission to the procedure.

Any subsequent changes with regard to satisfaction of the admission requirements must be notified promptly to the Office for Lectureship Competitions.

Candidates are admitted on a provisional basis. In a justified measure, the Rector may decide at any time to exclude applicants from the procedure for failing to satisfy the established admission requirements.

Art. 3 **Submission of applications to participate**

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, subject otherwise to exclusion**, using the dedicated IT application available at the following link:

<https://pica.cineca.it/unibo/assspdicembre2021/>

The IT application requires the candidate to have an email address for the purpose of self-registration with the system. The candidate must input all the information required to prepare the application and must attach the related documents in PDF format.

The application form must be completed in full, as specified by the online procedure.

Applications and the documents needed to participate in the selection procedure cannot be accepted in any other manner.

The IT application allows the documents entered in draft mode to be saved up until the deadline for submitting the application.

The date of online submission of the application to participate in the selection procedure is certified by the IT system, which issues a receipt that is sent automatically to the candidate by email upon submission of the application.

Once the application is completed and all the attachments have been added, the candidate must ensure that they click on "submit". Completion of the application process will be indicated by the change in the application status which will show as "submitted" rather than in "draft" mode. On completing the application procedure, the candidate will receive an automatic email confirming submission of their application.

The "draft" status does not indicate submission of the application. In order to confirm that they wish to proceed with the application, candidates must ensure that the status of their application shows it has been "submitted". Therefore, only applications showing the "submitted" status by the

established submission deadlines will be considered as applications to participate in the procedure and consequently sent to the committee for consideration.

Following the submission deadline, the system will no longer allow the electronic form to be accessed or sent.

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.

The preparation and online submission of the application must be completed **by and no later than 11.59 pm on the thirtieth day following that of publication of the call for applications in the Italian Official Gazette – IVth special series – Competitions and examinations.**

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

For this purpose and aware of the criminal penalties for making false declarations or preparing or using false documents, as referred to in art. 76 of Presidential Decree 445 dated 28 December 2000

In their applications, candidates, aware of the criminal penalties for making false declarations or preparing or using false documents, as referred to in art. 76 of Presidential Decree 445 dated 28 December 2000, must indicate and/or provide the following:

- the Department, the competition sector and the subject group for which admission is requested;
- declaration regarding the processing of their personal data and authorisation to use said data;
- their personal identification and contact details;
- their qualifications for admission to the procedure;
- whether they meet the subjective requirements for admission to the procedure, including those related to the performance of care activities, if envisaged in the procedure;
- 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;
- declaration regarding any personal relationships, up to and including the fourth degree, directly or by marriage, with a professor within the Department that has requested activation of the post or the structure that has issued the call for application, or with the Rector, the Director General or a member of the Board of Governors of the University;
- that they agree to notify the Office for Lectureship Competitions about any subsequent changes with regard to satisfaction of the requirements for participation in the procedure;
- declaration of status regarding military obligations (solely for male Italian citizens)
- declaration regarding any removal or dismissal from employment with a Public Administration for persistent poor performance, or the absence of any dismissal from public employment pursuant to art. 127, para. 1.d) of the Consolidated Law governing the Statute of Civil State Employees approved by Presidential Decree 3 dated 10 January 1957, or the absence of any dismissal for disciplinary reasons, including those specified in art. 21 of Decree 29/93;
- declaration regarding their knowledge of Italian;
- declaration regarding any periods of involuntarily suspension from research activities, with particular reference to the performance of parental duties;
- declaration accepting the methods of communication and publication of the documents related to the procedure;
- indication of any support needed in order to take the teaching test, if applicable;
- declaration concerning the possession of any preferential qualifications, of equal value, as provided for by Presidential Decree 487/1994, as amended.

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

- a) Photocopy of a valid ID document;
- b) The curriculum vitae (in Italian or English) indicating the candidate's teaching and scientific research experience. This curriculum, duly signed and dated, must contain a declaration in lieu of certification, pursuant to arts. 46 and 47 of Presidential Decree 445/00, confirming possession of all the qualifications indicated therein. If the call for applications envisages the performance of care activities under external agreements, the curriculum of the candidate must confirm satisfaction of the subjective requirements for the performance of said care activities. A CV template has been prepared by the University in order to facilitate assessment by the Committee and is available on the University website (<https://bandi.unibo.it/docenti/procedure-chiamata-professori>) together with this call for applications.
- c) The publications that the candidate intends to submit to the Committee for assessment;
- d) List of publications submitted for analytical assessment.

ART. 4 **Eligible Publications**

The scientific publications that the candidates intend to submit for assessment, numbered in the order listed, must be submitted online using the dedicated IT application available at the following link:

<https://pica.cineca.it/unibo/assspdicembre2021/>

The assessment will consider publications and texts accepted for publication in accordance with current regulations, as well as papers included in collected works and articles published in printed or digital journals, with the exclusion of internal notes and departmental reports.

Texts or articles accepted for publication by the deadline for the call for applications must be submitted together with the related acceptance letter from the publisher.

Publications included on the list but not submitted will be ignored by the Committee.

Works printed abroad must indicate the date and place of publication or, alternatively, their ISBN or equivalent code.

Publications must be submitted in Italian or English, except in cases where the possibility of producing the same publications in languages other than those listed above is indicated in the specific schedule referring to the procedure specified in art. 1.

Publications in languages other than those envisaged in the call for applications will only be considered if accompanied by an official translation certificate issued pursuant to the provisions in force. Information about this can be found on the website of the Ministry of Foreign Affairs:

http://www.esteri.it/mae/it/italiani_nel_mondo/serviziconsolari/traduzionelegalizzazionedocumenti.html.

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

ART. 5 **Withdrawal of candidates from the procedure**

Candidates may withdraw from the selection procedure by sending an email to the Office for Lectureship Competitions at the address apos.concorsidocenti@unibo.it, attaching a signed declaration in PDF format accompanied by a photocopy of a valid identity document.

ART. 6 **Selection committee and procedures**

The Committee is appointed pursuant to the instructions contained in arts. 8 and 8-bis of the Regulation governing calls for full and associate professors.

The work of the Committee is completed within three months of appointment by the Rector.

The Committee appoints a Chairman and a Secretary who takes the minutes from among its members. It conducts its work in the presence of all members and adopts resolutions by an absolute majority of the appointed members.

The Committee may use online tools to hold meetings.

The selection is made via a comparative assessment, applying predetermined criteria established by the Committee; these criteria must comply with the qualitative standards set out in Title I of the University Regulations and specified in the call for applications.

The assessment criteria are published on the University's website, on the pages dedicated to each procedure.

Candidates are only included in the final ranking if they score at least 65 points on completion of the assessment.

The Commission ranks candidates who obtain at least the minimum score indicated above. The ranking is only valid in relation to filling the position addressed by the call for applications.

Where there is a tie between two or more candidates, this Administration will request the interested candidates to produce the documentation attesting to any preferential qualifications held and declared when submitting the application.

The candidates will be given a period of time within which to submit the documentation attesting to the preferential qualifications held, which will not be less than seven days. If, upon expiry of the above period, the candidate has not submitted said documentation, the Administration will not take into account the preferential qualification indicated in the application when preparing the ranking lists.

The Rector's Decree approving the documents indicated in the following article takes into account the results of the checks performed on the preferential qualifications.

ART. 7

Completion of the procedure

The selection procedure documents are approved by Rector's Decree within thirty days of their delivery to the office.

Within two months of approval of the documents, the Department that requested coverage of the position adopts a resolution recommending the Board of Governors to call the selected candidate or, in the case of multiple positions, the selected candidates.

The Decree approving the deeds and the Selection Committee minutes are published on the University website at the following web page <https://bandi.unibo.it/docenti/procedure-chiamata-professori>

ART. 8

Processing of personal data

The personal data of candidates will be processed solely in the manner envisaged by current laws and for purposes strictly connected with and conducive to managing the selection procedure.

ART. 9

Reference to the regulations

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 arts. 18 and 24 of Law

240/2010 as amended – link to the Regulations
[http://www.normateneo.unibo.it/Regolamento disciplina chiamata professori prima e seconda fascia.html](http://www.normateneo.unibo.it/Regolamento_disciplina_chiamata_professori_prima_e_seconda_fascia.html).

ART. 10
Procedure Supervisor

The Procedure Supervisor is Barbara Cavrini, Manager of the Office for Lectureship Competitions (fax: +39-051/2098943; email: apos.concorsidocenti@unibo.it; barbara.cavrini@unibo.it).

THE VICAR PRORETRICE
Digitally Signed
(Prof. ssa Simona Tondelli)