



GENERAL ADMINISTRATION
PERSONNEL AREA
OFFICE FOR LECTURESHIP COMPETITIONS

RECTOR'S DECREE No. 268 dated 05/03/2019

Selection procedures for the coverage of 2 University Professorships with tenure – grade I category – by a call in accordance with art. 18, paragraph 1, of Law 240/2010 and the University Regulations issued by Rectoral Decree (R.D.) No. 977 dated 9.12.2013 as amended. – Procedure with teaching test

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 arts. 18 and 24 of Law 240/2010 as amended;
GIVEN art. 19 of 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 submitted by the Departments;
GIVEN the resolutions adopted by the Board of Governors on 26.11.2019 and 17.12.2019;
HAVING CHECKED the availability of funds;

DECREES

ART. 1

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

| |
|---|
| DIMES - DEPARTMENT OF EXPERIMENTAL, DIAGNOSTIC AND SPECIALTY MEDICINE Ref.: O18C1II2019/1051 Competition Sector: 06/A2 - GENERAL AND CLINICAL PATHOLOGY Subject Group (SSD): MED/05 - CLINICAL PATHOLOGY Place of employment: Bologna Number of positions: 1 |
|---|

| | |
|-----------------|---|
| Care activities | At the Sant'Orsola Polyclinic - Departmental Programme of Clinical Pathology Subjective requirements for performing care activities: |
|-----------------|---|

| | |
|---|---|
| | Degree in Medicine and Surgery; Specialist diploma in Clinical Pathology; Enrolment in the register of physicians and surgeons. |
| Specific functions | Teaching activities will be carried out as part of the first, second and third-level degree programmes of the School of Medicine. Research activities will be conducted at the national and international level on topics relevant to the MED/05 - Clinical Pathology subject group, through collaborative intra- and inter-departmental projects both within and outside the University. |
| Maximum number of eligible publications | 12 |
| Assessment standards | |
| | Teaching activities. Points: 30 |
| Teaching activities | Consideration will be given to the volume and continuity of teaching activities carried out in relation to the MED/05 - Clinical Pathology subject area, with regard in particular to course units and modules for which responsibility was taken. |
| Supplementary teaching and student service activities | Consideration will be given to the supervision of first and second-cycle 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. |
| | Teaching test Points: 10 |
| Language in which the test is carried out | The teaching test may be carried out in either Italian or English depending on the candidate's preference. |
| | Research and scientific publications Points: 40 |
| 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) national and international awards and recognitions for research activities. Consideration will be given to the overall weight of the candidate's scientific production in relation to the MED/05 - Clinical Pathology subject group 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 other than 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 with the topics pertaining to the MED/05 - Clinical Pathology subject group; c) scientific importance of the journal or other outlet making the publication and its readership within the scientific community; d) detailed analysis, applying criteria recognised by the relevant international scientific community, of the individual contribution of the researcher to collaborative works, which will be determined based on the following order of priority: 1) first name, last name, corresponding author; 2) second name; 3) other position e) the Committee will make use of one or more of the following 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 Points: 15 | | | | | | | | | | | | |
| | Consideration will be given to the volume and continuity of the activities carried out, with particular reference 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 sector. Points: 5 | | | | | | | | | | | | |
| | 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 welfare activity performed are assessed. | | | | | | | | | | | | |
| | Points summary: | | | | | | | | | | | | |
| | <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Teaching activities:</td> <td style="text-align: right;">30 points</td> </tr> <tr> <td>Research activities:</td> <td style="text-align: right;">40 points</td> </tr> <tr> <td>Activities for the University</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">institutional and organisational:</td> <td style="text-align: right;">15 points</td> </tr> <tr> <td>Clinical care activities:</td> <td style="text-align: right;">5 points</td> </tr> <tr> <td>Teaching test:</td> <td style="text-align: right;">10 points</td> </tr> </table> | Teaching activities: | 30 points | Research activities: | 40 points | Activities for the University | | institutional and organisational: | 15 points | Clinical care activities: | 5 points | Teaching test: | 10 points |
| Teaching activities: | 30 points | | | | | | | | | | | | |
| Research activities: | 40 points | | | | | | | | | | | | |
| Activities for the University | | | | | | | | | | | | | |
| institutional and organisational: | 15 points | | | | | | | | | | | | |
| Clinical care activities: | 5 points | | | | | | | | | | | | |
| Teaching test: | 10 points | | | | | | | | | | | | |

DIMES - DEPARTMENT OF EXPERIMENTAL, DIAGNOSTIC AND SPECIALTY MEDICINE
Ref.: O18C1I2020/1123
Competition Sector: 06/F3 - OTORHINOLARYNGOLOGY AND AUDIOLOGY
Subject Group (SSD): MED/31 - OTORHINOLARYNGOLOGY
Place of employment: Bologna
Number of positions: 1

| | |
|--------------------|--|
| Care activities | <p>At the Otorhinolaryngology operating unit at the Sant'Orsola Polyclinic in Bologna</p> <p style="text-align: center;">Subjective requirements for performing care activities: Degree in Medicine and Surgery; Specialist diploma in Otorhinolaryngology; Enrolment in the register of physicians and surgeons.</p> |
| Specific functions | Teaching coverage in the MED/31 subject group on first, second and third-level degree programmes in the School of Medicine and related departments, |

| | |
|---|--|
| | <p>both in Italian and English, as well as in the Otorhinolaryngology Specialisation School.</p> <p>Scientific contribution to collaborative research projects related to the subject area within the Department of Experimental, Diagnostic and Specialty Medicine, also including the promotion of inter and extra-departmental collaborative activities. Clinical, surgical and research activities with a major impact at the national and international levels on topics related to the MED 31 subject group, with regard in particular to cancers in the head and neck area and to interdisciplinary activities.</p> |
| Maximum number of eligible publications | 15 |
| Assessment standards | |
| | <p>Teaching activities.</p> <p>Points: 25</p> |
| 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 first and second-cycle 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. |
| | <p>Teaching test</p> <p>Points: 15</p> |
| Language in which the test is carried out | The teaching test will be carried out in Italian |
| | <p>Research and scientific publications</p> <p>Points: 40</p> |
| Research activities | <p>The following will be assessed:</p> <p>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;</p> <p>b) national and international awards and recognitions for research activities.</p> |
| 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 | <p>Consideration will be given to:</p> <p>a) originality, innovative nature, methodological rigour and importance of each publication;</p> <p>b) consistency of each publication;</p> <p>c) scientific importance of the journal or other outlet making the publication and its readership within the scientific community;</p> <p>d) detailed analysis, applying criteria recognised by the relevant international scientific community, of the individual contribution of the researcher to collaborative works, which will be determined taking into account the position in the list of authors with priority given to first, second and last position and to corresponding authors.</p> |

| | |
|-------------------------|--|
| Scientific publications | The Committee will also make use of the following 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 Points: 10 |
| | Consideration will be given to the volume and continuity of the activities carried out, with particular reference 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 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 welfare activity performed are assessed. Consideration will be given to clinical experience in the surgical disciplines relating to the otorhinolaryngological branch of specialist medicine, with regard in particular to cancers of the head and neck area. |
| | Points Summary Teaching activities 25 points Research activities 40 points Activities for the University institutional and organisational 10 points Clinical care activities 10 points Teaching test 15 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 recognised as suitable pursuant to Law 210/1998 for the category addressed by the call for applications, solely for the period covered by that recognition;
- c) professors permanently employed by a different University in the category addressed by the call for applications;
- d) academics with stable 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 or full-time researcher 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.

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

<https://pica.cineca.it/unibo/dr268-05032020>

The IT application requires the candidate to have an e-mail 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 on-line procedure.

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

Prior to the presentation deadline, the system allows applications to be saved in draft mode. The date of on-line presentation 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 e-mail.

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

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 on-line presentation 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.**

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 declare:

- the Department, the competition sector and the subject group for which admission is requested;
- must make declarations about the processing of their personal data and authorise the use of that data;
- must provide their personal identification and contact details;
- must state their qualifications for admission to the procedure;
- must make declarations about their enjoyment of civil and political rights in their home country, and about any criminal convictions and/or pending criminal trials or proceedings;
- must make declarations about any personal relationships, up to and including the fourth degree, directly or by marriage, with a professor or full-time researcher 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.

- must 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 about any removal or ejection from employment with a Public Administration for persistent poor performance, or about the absence of any ejection 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 about the absence of employment termination for disciplinary reasons, including those specified in art. 21 of Decree 29/93;
- Declaration about their knowledge of Italian;
- Declaration about any periods of involuntarily suspension from research activities, with particular reference to the performance of parental duties,
- Declarations 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) curriculum vitae detailing the scientific and teaching activities carried out. 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.
- c) The publications that the candidate intends to submit to the Committee for assessment;
- d) List of publications presented for detailed assessment.

The curriculum must be submitted in either Italian or English.

ART. 4 **Eligible Publications**

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

<https://pica.cineca.it/unibo/dr268-05032020>

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 presented together with the related acceptance letter from the publisher.

Publications included on the list but not presented 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 presented 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 e-mail 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, conducts its work in the presence of all members and adopts resolutions by an absolute majority of the appointed members.

The Committee may use on-line 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

Teaching test

The teaching test consists in the presentation of a course unit on a topic, relevant to the subject group, drawn at random by the candidate at least 24 hours beforehand.

Each candidate draws a block of three topics from among at least three blocks prepared by the Committee. Within the block drawn, the candidate selects the topic to be presented.

The assessment criteria for this test are approved (by the Committee) during the first session and published on the website of the University on the web page dedicated to the selection procedure.

The teaching test will be carried out in Italian or in a foreign language selected by the candidate from among those indicated in the call for applications.

The teaching test is carried out after the Committee has completed allocation of the points as indicated from letters a) to d) of paragraph 2. Only candidates who, after allocation of the points referred to in points a) to d) have a total of at least 60 points, may take the teaching test.

The Committee allocates points to the teaching test, formulating also a summary evaluation of the test based on pre-established criteria, and only candidates who are allocated 5 or more points for the test are included in the ranking list.

ART. 8 **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 documents and the Selection Committee minutes are published on the University website at the following web page https://apers.unibo.it/provalcomreclutamento/provalcom_portale.aspx.

ART. 9 **Processing of personal data**

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

ART. 10 **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.

ART. 11 **Procedure Supervisor**

The Procedure Supervisor is Barbara Cavrini, Manager of the Office for Lectureship Competitions (e-mail: apos.concorsidocenti@unibo.it; barbara.cavrini@unibo.it).

THE RECTOR
f.to (Prof. Francesco Ubertini)

DECLARATIONS IN LIEU OF CERTIFICATIONS
(art. 46 - Presidential Decree 445/00)

DECLARATIONS IN LIEU OF AFFIDAVIT
(art. 47 - Presidential Decree 445/00)

The undersigned

Surname _____ Name _____ Tax ID no. _____
(for women, indicate solely the surname before marriage)

born in _____ prov. _____ on _____ gender

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

DECLARES:

Place and date _____

The Declarant*

*The signature on this declaration does not require authentication if, pursuant to art. 38 of Presidential Decree 445/00, the signed declaration is submitted to the competent office together with a non-authenticated copy of the declarant's identity document.