



DECREE no. 702 dated 07/05/2025

THE RECTOR

Selection procedure to fill a FULL professor vacancy – tenured post – by a call in accordance with Article 18, paragraph 4 of Law 240/2010 and the University Regulations issued by Rector’s Decree no. 977 of 09/12/2013, as amended.

HAVING REGARD	to Law no. 240 dated 30/12/2010, laying down “Provisions governing the organisation of universities, academic staff and recruitment, as well as the Government mandate to incentivise the quality and efficiency of the university system”;
HAVING REGARD	to the code for the protection of personal data issued by Legislative Decree 196/2003;
HAVING REGARD	to Law 106/2004, laying down “Provisions on legal deposit of documents of cultural interest for public use”;
HAVING REGARD	to Presidential Decree 252/2006, laying down “Regulation setting out provisions on legal deposit of documents of cultural interest for public use”;
HAVING REGARD	to Presidential Decree no. 487 dated 09/05/1994, as amended, laying down “Regulation on the access to employment in public administrations and public selection processes, multiple selection processes and other forms of public recruitment”;
GIVEN	Rector’s Decree no. 977 of 09/12/2013, issuing the University of Bologna Regulations governing the call for full and associate professors pursuant to Articles 18 and 24, paragraph 5 of Law 240/2010, as amended;
HAVING REGARD	to Article 19 of Legislative Decree 33/2013, as amended by Article 18 of Legislative Decree 97/2016, on the obligation to disclose calls for applications and the assessment criteria adopted by Committees;
GIVEN	the code of ethics and conduct issued by Rector’s Decree no. 293 of 05/03/2024;



HAVING REGARD	to Decree of the Ministry of University and Research no. 639 dated 02/05/2024, establishing subject areas and the corresponding declarations, as well as streamlining and updating subject groups and associating each of them to a subject area, pursuant to Article 15 of Law no. 240 dated 30/12/2010;
HAVING REGARD	to Decree of the Ministry of University and Research no. 456 dated 10/05/2023, defining the tables of equivalence between Italian and foreign academic positions;
GIVEN	the request to fill a vacant post submitted by the Department of Medical and Surgical Sciences;
GIVEN	the resolution passed by the Board of Governors on 23/04/2025;
HAVING ASCERTAINED	that sufficient funds are available;

DECREES

Art. 1

The call for applications to fill one Full professor vacancy – tenured post – by a call in accordance with Article 18, paragraph 4 of Law 240/2010, is hereby announced as follows.

DIMEC - DEPARTMENT OF MEDICAL AND SURGICAL SCIENCES

REF. O18C4I2025/1963/R23

SUBJECT AREA: 06/MEDS-18 - Otorinolaringology and Audiology and Phoniatriy

SUBJECT GROUP: MEDS-18/A - Otorinolaringology

Posts: 1 Place of employment: Bologna

Teaching test not provided.

Seminar not provided.

Specific functions (type of teaching and scientific activity that the successful candidate will be required to carry out)	Teaching activity: -Degree Programme in Medicine and Surgery at the University of Bologna, section A -Degree Programme in Dentistry at the University of Bologna -Degree Programme in Dental Hygiene at the University of Bologna
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	<p>-Specialisation School in Otorhinolaryngology at the University of Bologna</p> <p>Scientific activity:</p> <ul style="list-style-type: none"> -Research into innovative surgical techniques in the field of head and neck oncology -Research into education /simulation in ENT surgery -New applications in robotic surgery -Diagnosis and treatment of thyroid disorders
Language skills in addition to Italian, if any	English
Number of publications to be assessed	12
Clinical care activities	
Facility where clinical care activities will be performed	IRCCS University Hospital of Bologna - Policlinico Sant'Orsola
Qualification required under the applicable agreement	<ul style="list-style-type: none"> - Degree in Medicine and Surgery - Specialisation degree in Otorhinolaryngology and equivalent or similar qualifications - Registration with the: Board of Physicians, Surgeons and Orthodontists - Professors in health fields who held a tenured position as at 01/02/1998 are exempt from the requirement to hold a specialisation degree in the discipline they were already teaching as tenured professors on that date (Article 56, paragraph 2 of Presidential Decree no. 483 dated 10/12/1997)
Assessment standards	
	Teaching
Lecturing	For the purposes of assessing teaching activities, consideration will be given to the volume and continuity of teaching activities relevant to the declaration for the Subject Group to which the selection refers. Consideration will be given to the teaching activities carried out by the candidate in the last 10 years.
Supplementary teaching and student support activities	For the purposes of assessing supplementary teaching and student support activities, consideration will be given to activities such as supervision of first-cycle and second-cycle degree dissertations and PhD theses, the conduct of seminars, practical work and tutoring of students.
	Research and scientific publications



Research	<p>For the purposes of assessing research activities, qualitative standards will focus on the following aspects:</p> <ul style="list-style-type: none">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 production	<p>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 work was suspended and other mandatory or long-term leaves established by current laws, other than those allowed for study purposes.</p>
Scientific publications submitted for assessment	<p>The scientific publications submitted for detailed assessment will be assessed with reference to the following criteria:</p> <ul style="list-style-type: none">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 Group to which the selection refers;c) scientific importance of the journal in which each publication appears and its readership within the scientific community;d) analytical assessment, also by applying criteria recognised by the relevant international scientific community, of the individual contribution of the candidate to collaborative works. The individual contribution of the candidate will be determined as follows:<ul style="list-style-type: none">-First author: 0.5-Second author, last author, corresponding author: 0.4-Other positions: 0.3 <p>The Committee will also make use of one or more of the following bibliometric indicators, referring to the start date of the assessment:</p> <p>1) Total number of citations</p>



	2) Hirsch index
	Service, institutional, organisational and third mission activities
Service, institutional, organisational and third mission activities	For the purposes of assessing 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.
	Clinical care activities in the medical sector
Clinical care activities in the medical sector	The compatibility of the overall clinical care activities carried out by the candidate with the Subject Group to which the selection refers will be taken into consideration. The duration, continuity, specificity and level of responsibility of the clinical care activities performed will be considered.

Art. 2

Subjective requirements to participate in the selection

1. The selection procedure is open to:
 - a. candidates who have obtained a national qualification in accordance with Article 16 of Law 240/2010 for the competition sector merged into the subject area 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. candidates who are eligible pursuant to Law 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 activities 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 the MUR) in Ministerial Decree no. 456 dated 10 May 2023. The University may obtain the Ministry's opinion on the equivalence of the candidate's role as declared with Italian academic positions. The Ministry shall express an opinion within 60 days of the University's request. In cases where the Ministry's opinion needs to be obtained, the candidate shall be admitted to the procedure on a conditional basis.
2. **Anyone who, in the three years prior to the publication of the call for applications, has served**



as tenured full professor, tenured associate professor, tenured senior assistant professor, fixed-term assistant professor pursuant to Article 24, paragraph 3, letters a) and b), or has held a research fellowship or has been enrolled in a degree programme at the University of Bologna, or has received a call pursuant to Article 7, paragraph 5-bis of Law 240/2010, may not participate in the selection.

3. Applicants who, at the time of submitting their application, have a degree of kinship or affinity 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.
4. The candidate must confirm that they meet the additional requirements pursuant to the applicable agreement. Said requirements are indicated in the relevant job description. The requirements pursuant to the applicable agreement must be met by the deadline for submitting applications. In the event that the requirements for performing clinical care activities include a degree and a specialisation degree, and one or both of them were obtained abroad, the candidate must indicate in their curriculum vitae that they have obtained the statement of equivalence pursuant to Article 38, paragraph 3 of Legislative Decree 165/2001. Candidates who held a tenured position as at 01/02/1998 are exempt from the requirement to hold a specialisation degree in the discipline they were already teaching as tenured professors on that date (Article 56, paragraph 2 of Presidential Decree no. 483 dated 10 December 1997). When completing their online application, candidates who are exempt from the requirement to hold a specialisation degree must write “exempt pursuant to Article 56, paragraph 2 of Presidential Decree no. 483 dated 10/12/1997”, in the “Specialisation” field, and indicate the date as of which they have held the tenured position entitling them to the exemption, in the “Specialisation awarded on” field.
5. The candidate must meet the requirements provided for by this article by the deadline for submitting applications. Any subsequent changes affecting the requirements for participation must be notified promptly to the Ufficio Concorsi Docenti.
6. Candidates 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 requirements.

Art. 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 to participate in the selection procedure.**
3. Participation in the selection is only possible after self-registering with the system using an email account, which does not need to be a certified email account.
4. The candidate must enter all the information required to prepare the application and attach the related documents in 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. Please note: 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 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 assessed. The date of online submission of the application is certified by the IT system, which issues a receipt that is sent automatically to the candidate via email upon submission of the application.
6. After completing the application and adding all the relevant attachments, 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 switch from “draft” to “submitted”. On completing the application process, the candidate 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”.

Art. 4

Declarations to be made to participate in the procedure

1. Candidates, aware of the criminal penalties for making false declarations or preparing or using false documents, as referred to in Article 76 of Presidential Decree no. 445 dated 28 December 2000, must indicate and/or provide the following in their applications:

- Department, Subject Area and Subject Group for which they apply;
- Declaration regarding the processing of their personal data and authorisation to use said data;
- Their personal identification and contact details;
- Their qualifications as needed to participate in the selection;
- That they meet the subjective requirements to participate in the selection, including the additional requirements pursuant to the applicable agreement, if provided for by 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 degree of kinship or affinity 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;
- That, in the past three years, they have not served as professors, have not held a research fellowship and have not been enrolled in a degree programme at the University of Bologna;
- That they agree to notify the Ufficio Concorsi Docenti about any subsequent changes with regard to meeting the requirements to participate in the procedure;
- Declaration of status regarding military obligations (only for male Italian citizens);
- Declaration regarding any removal or dismissal from employment with a Public Administration for persistent poor performance, or declaration that they have never been dismissed from public employment pursuant to Article 127, paragraph 1, point d) of the Consolidated Act governing the Statute of Civil State Employees, approved by Presidential Decree no. 3 dated 10 January 1957, or that they have never been dismissed for disciplinary reasons, including those specified in Article 21 of Legislative Decree 29/1993;
- Declaration regarding their knowledge of Italian;
- Declaration regarding any periods of involuntary suspension from research activities, with particular reference to the performance of parental duties;



- Declaration 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 candidate's teaching and scientific research experience. The curriculum vitae, duly signed and dated, must contain a declaration in lieu of certification, pursuant to Articles 46 and 47 of Presidential Decree 445/2000, confirming possession of all the qualifications indicated therein. The candidate's curriculum vitae must confirm that they meet the additional requirements pursuant to the applicable agreement. The University has prepared a CV template to facilitate assessment 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 candidate wishes to submit to the Committee for analytical assessment. The Committee will only assess publications that have been correctly attached by uploading them either via LoginMiur or manually in PDF format.

Art. 5

Eligible publications

1. The scientific publications that candidates 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 assessment will consider publications and texts accepted for publication in accordance with current regulations, as well as papers 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 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.

Art. 6

Withdrawal of candidates from the procedure

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

Art. 7

Selection Committees and procedures

1. The Committee is appointed as instructed by 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 tools to hold meetings.
3. The Committee identifies up to three suitable candidates after giving a collective opinion on each candidate based on the assessment of the standards provided for by the Regulations and the call for applications. If more than one post is available, the above-said limits are multiplied by the number of posts.
4. The Rector may postpone 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 to complete it, the Rector will dissolve the Committee and appoint a new one to replace it.

Art. 8

End of the procedure – Call of suitable candidates



1. The selection documents are approved by Rector's Decree within thirty days of their submission to the competent 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 candidates that the Committee has identified as suitable.
3. The Department's resolution, taking account of the outcomes of the assessment carried out by the Selection Committee, is based on the scientific, teaching and clinical care activities of the candidate(s), also in light of the consistency of the candidate's curriculum vitae with the teaching, scientific and clinical care activities outlined in the call for applications.
4. The Decree approving the documents and the Committee's minutes are published on the University website at the following page: <https://bandi.unibo.it/docenti/procedure-chiamata-professori>.

Art. 9

Processing of personal data

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

Art. 10

Reference to the 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, paragraph 5 of Law 240/2010, as amended, issued by Rector's Decree no. 977 of 09/12/2013 – available at: <https://normateneo.unibo.it/>

Art. 11

Procedure Supervisor

1. The Procedure Supervisor is Michele Menna. For information about 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.

DEPUTY RECTOR



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

AREA
DEL PERSONALE

Professor Simona Tondelli
(Digitally signed)