



THE RECTOR

SUBJECT: Notice of the launch of the professor and assistant professor evaluation procedure for the assignment of salary classes pursuant to Article 6, paragraph 14 of Law no. 240 of 30/12/2010 - Second Session 2024

- Whereas** professors and assistant professors are subject to an evaluation procedure for the purposes of the allocation of salary classes under Presidential Decree no. 232 of 15/12/2011, in implementation of the provisions of Article 6 paragraph 14 of Law no. 240/2010;
- Having regard to** Presidential Decree No. 382 of 11/07/1980;
- Having regard to** Law No. 168/1989;
- Having regard to** Article 6, paragraph 14 of Law No. 240/2010 introducing the evaluation procedure for the assignment of salary classes to tenured assistant professors and professors;
- Having regard to** Article 8 of Law No. 240/2010, which provided for the adoption of a Regulation for the revision of the rules governing the remuneration of university professors and assistant professors;
- Having regard to the** Presidential Decree no. 232 of 15/12/2011 containing Regulations governing the remuneration of university professors and assistant professors, pursuant to Article 8, paragraphs 1 and 3, of Law no. 240/2010;
- Having regard to** Law no. 205/2017, Article 1, paragraph 629, on the basis of which, effective beginning with the salary class following the three-year salary class accruing as of 31/12/2017 and with consequent economic effect as of the year 2020, the three-year salary progression classes for university professors and assistant professors provided for by Articles 6, paragraph 14, and 8 of Law no. 240/2010 and governed by the Regulations contained in Presidential Decree no. 232 of 15/12/2011 have been transformed into a system with progression by two-year salary classes, on the basis of the amounts defined for each class by the same Decree;
- Referencing** the University Regulations for the assignment of salary classes to university professors and assistant professors pursuant to Article 6, paragraph 14, of Law no. 240/2010 and for the evaluation provided for in Article 6, paragraphs 7 and 8 of Law no. 240/2010, issued by Rectoral Decree, document no. 61 of



20/01/2017, amended by Rectoral Decree, document no. 795 of 31/05/2018, with the amendments introduced by Rectoral Decree, document no. 1095 of 07/09/2020;

- Referencing** Article 2, paragraph 5 of Regulation No. 61/2017, which provides for two evaluation sessions per calendar year;
- Having ascertained** that the professors in the enclosed list have accrued the seniority required for awarding the higher salary class, as provided for in the aforementioned Regulations;
- Considering** that according to the provisions of Regulation No. 61/2017, two evaluation sessions are announced in each calendar year by Rector's decree, and the first session is specifically for professors who have accrued the seniority requirement by 31st July of 2024;

DECREES

Notice of the launch of the professor and assistant professor evaluation procedure for the assignment of salary classes pursuant to Article 6, paragraph 14 of Law no. 240/2010 - Second Session 2024.

The call for applications and the list of professors eligible to participate in this evaluation session are published on the University website on the page:

<https://bandi.unibo.it/s/apos6/secondaprogreconomicavalutativadocenti2024>

Art. 1 - Objective requirements for taking part in the procedure

1. Tenured assistant professors and professors who have, in accordance with the procedures set out in Article 2 of Presidential Decree 232/2011 and Law 205/2017, accrued the seniority required for classification in the higher salary class as of 31/07/2024 are entitled to participate in the procedure.

2. A list of eligible professors is attached to this notice and can be viewed on the University website on the page:

<https://bandi.unibo.it/s/apos6/secondaprogreconomicavalutativadocenti2024>

Art. 2 – Application procedures

1. Applications to participate in the evaluation procedure must be submitted exclusively via the online procedure, under penalty of exclusion, by accessing the link using institutional credentials:

<https://bandi.unibo.it/s/apos6/secondaprogreconomicavalutativadocenti2024>



Art. 3 - Deadlines for submitting applications

1. The application must be submitted via the online procedure **by 3 p.m. on November 25, 2024** according to the methods specified in Article 2 of this notice.
2. The procedure permits applications already submitted to be reopened for modifications/additions. If reopened, the application submitted previously shall be deemed withdrawn. In order to participate in the evaluation session, the candidate must therefore resubmit the modified application within the above-mentioned deadline, under penalty of exclusion from the procedure.
3. If an **application is saved but not submitted** by the deadline, it will **not be taken into consideration for participation in the procedure**. In this case, the provisions of Article 12 shall apply.

Art. 4 - Merit requirements for submitting an application and obtaining a positive assessment

1. The evaluation shall be conducted as follows:
 - Verification that the minimum requirements for application have been met (Art. 5);
 - Verification of teaching, research and management requirements:
 - a) Teaching requirement (Art. 6);
 - b) Research requirement (Art. 7);
 - c) Management requirement (Art. 8).

The management requirement will only be assessed if the candidate is, with reference to the research activities carried out, in the condition described in Article 8.

2. The position of each candidate in relation to the requirements specified above will be displayed in the online application for the submission of requests to take part in the procedure, permitting additions to the data made available in the notes field corresponding to each element being assessed.
3. On the other hand, information concerning the updating of the personal website referred to in Article 5 and the specific type of the scientific works that can be assessed must be self-certified, in accordance with Article 7 below.
4. Candidates who, in the three-year period of reference identified in the articles below, have carried out their institutional activities wholly or partly at other universities may, in the same application, in the notes field, self-certify a summary of the work carried out there; checks of the truthfulness of the declarations may still be conducted in accordance with the regulations in force.

Art. 5 - Minimum requirements for taking part in the evaluation procedure



1. Applicants referred to in Article 1 are only admitted to the assessment phase if they meet all the following minimum requirements:

1. Having entered the syllabus of all courses for the current academic year in the "Teaching" section of their personal website; the candidate may self-certify compliance with this requirement. In the case of university assistant professors, this requirement will only be assessed if they hold teaching positions.
2. Having entered their reception hours for the current academic year in the appropriate section of their personal website; the candidate may self-certify compliance with this requirement.
3. Having duly completed and closed, with countersignature by the person in charge of the facility, before the deadline for submitting the application under Article 3, the lesson registers in AlmaRegistri for the three-year academic period 2021/2022-2022/2023-2023/2024.

In the case of university assistant professors, this requirement will only be assessed if they hold teaching positions.

Candidates who have taught in Medical Specialisation Schools must have completed and closed the registers for the academic three-year period 2020/2021-2021/2022-2022/2023, with the countersignature of the head of the facility, by the deadline for submitting the application specified in Article 3. The same three-year period also refers to non-medical specialization schools and courses that are one year out of phase compared to the ordinary academic year.

4. Having duly completed and closed the activity reports in AlmaRegistri for the three academic years 2021/2022-2022/2023-2023/2024, with countersignature by the person in charge of the facility, by the deadline for submitting the application set out in Article 3.
For activities carried out in Medical Specialisation Schools, the candidates must have completed and closed the final accounts for the three academic years 2020/2021-2021/2022-2022/2023, with countersignature by the head of the facility, by the deadline for submitting the application as per art. 3. The same three-year period also refers to non-medical specialization schools and courses that are one year out of phase compared to the ordinary academic year.
5. Having completed entry of their scientific publication information in the Iris Catalogue by the deadline specified by the University (1st March 2024). The aforementioned deadline was announced in a dedicated email on 29th January 2024 (31st January 2024 with English version), with subsequent reminders on 12th and 26th February 2024.

2. Candidates meeting the minimum requirements set out in Article 5 will only pass the assessment if they also meet the teaching, research and management requirements set out in the Regulations.

3. Failure to meet the minimum requirements is equivalent to a negative evaluation as per Art. 12.

Art. 6 - Teaching requirement



1. Professors in categories I and II: The teaching requirement involves performance, for the three academic years 2021/2022-2022/2023-2023/2024, of a total of at least 90% of the teaching duties set forth in Article 1, paragraph 16 of Law No. 230/2005 (i.e. 120 hours per year of classroom teaching for full-time professors and 80 hours per year of classroom teaching for fixed-term professors). If teaching duties have been assigned totalling a lower number of hours, the candidate must have performed at least 90% of the total hours assigned in phase 1 of the teaching programme as a primary teaching task.

In the case of medical specialisation schools, the three academic years 2020/2021-2021/2022-2022/2023 will be taken into consideration. The same three-year period also refers to non-medical specialization schools and courses that are one year out of phase compared to the ordinary academic year.

2. In both the cases described above, the 90% requirement is to be calculated net of the reductions and teaching equivalents envisaged for each academic year in the Guidelines on Educational Planning approved by the University Bodies, duly entered, for the academic year in question, in the educational planning application and appearing in the corresponding information system.

3. The hours actually worked are verified in the lecture registers in AlmaRegistri duly signed by the candidate and countersigned by the head of the facility, with the exception of hours worked in the context of Master's and PhD programmes, for which the hours specified in the activity report in AlmaRegistri signed by the candidate and countersigned by the head of the facility shall be considered valid.

3a. In calculation of the percentage of the teaching duties referred to in paragraph 1, the measures described below are taken into account as denominator and numerator:

The number of hours allocated (denominator) is calculated by adding up the following items, in sequence, until 120 hours/year (80 for fixed-term professors) are reached or exceeded:

- 1) The number of allocated teaching hours, so-called 'coverage 01' (including reductions and activities equivalent to teaching);
- 2) The number of hours allocated for PhD candidates;
- 3) The number of additional hours allocated as so-called 'coverage 12' (including reductions and equivalent teaching);
- 4) The number of hours allocated in Masters' programmes.

N.B.: the value taken into account in the denominator cannot in any case exceed that of the teaching duties set forth in Article 1, paragraph 16 of Law No. 230/2005.

The number of hours worked (numerator) is calculated by adding up the following items, in sequence, until 120 hours/year (80 for fixed-term professors) are reached or exceeded:

- 1) The number of hours worked under coverage 01 (including reductions and activities equivalent to teaching);
- 2) The number of hours allocated for PhD candidates;



- 3) The number of hours worked under coverage 12 (including reductions and activities equivalent to teaching);
- 4) The number of hours worked in Masters' programmes.

Please note: When the teaching duties provided for in Article 1, paragraph 16 of Law No. 230/2005 are reached or exceeded, calculation of the sum stops, as there is certainty that the requirement has been exceeded (the numerator being greater than or equal to the denominator).

If the number of allocated hours is less than 120 (or 80 in the case of fixed-term professors), the calculation based on the actual number of hours allocated.

The percentage is calculated over the three academic years taken into consideration.

4. Tenured assistant professors Having duly completed the additional teaching activities scheduled in the three-year academic period 2021/2022-2022/2023-2023/2024, and resulting from the final reports completed, closed and countersigned by the head of the facility. The record must show the performance of teaching activities in each of the academic years surveyed.

In the case of medical specialisation schools, the three academic years 2020/2021-2021/2022-2022/2023 will be taken into consideration. The same three-year period also refers to non-medical specialization schools and courses that are one year out of phase compared to the ordinary academic year.

5. Exceptions may be made in the presence of duly documented cases of objective impossibility of carrying out the assigned teaching activities, which may be indicated by the candidate in the application for participation in the procedure.

6. The position of each applicant in relation to the requirements set out in this article will be displayed in the online application to be used for submitting the request to take part.

Art. 7 - Research requirement

1. The research requirement stipulates that the candidate must have authored or co-authored a certain minimum number of scientific papers in the last three calendar years for which updated data are already available on the basis of the parameters set forth in this article (from 1st January 2021 to 31st December 2023).

2. Scientific papers are defined as papers of the types eligible for Research Quality Assessment (VQR) in the most recent year. The papers must have been entered in the university's institutional IRIS archive (<https://cris.unibo.it/>). The list of papers includes files that, by the deadline specified by the University (Art. 5), have assumed one of the following statuses: final, validated or in validation, reopened.

3. The minimum number of scientific papers required is 3. A candidate who has published fewer than three papers may meet this requirement if at least one of the following conditions is met:

- a) having authored/co-authored at least one publication and coordinated a national or international competitive project during the three-year reference period (the date of actual project start-up will be taken into account);



- b) having authored only one publication, provided it can be classified as a monograph;
- c) having authored only one publication, provided it is an article published in a Class A journal for the purposes of National Scientific Qualification in non-bibliometric fields;
- d) has authored only one publication, provided it is an article in an indexed journal and is present in the first quartile of journal distribution on the basis of the bibliometric indicators examined, in at least one category (Subject Category for WoS; ASJC for Scopus) for the bibliometric fields.

4. Candidates who have had at least two years of fixed-term employment in the reference period (1st January 2021 to 31st December 2023) must have authored 2 publications or, alternatively, a monograph or an article published in a Class A journal or indexed in the first quartile, in accordance with the terms set out in Section 3.

5. Candidates with a documented period of absence of three months or more for reasons protected by law during the reference period (from 1st January 2021 to 31st December 2023) must have authored at least two publications or, alternatively, a monograph or an article published in a class A journal or indexed in the first quartile, in accordance with the procedures set out in paragraph 3.

6. Professors known to have a disability who so request may, even if they have not accrued any absences, be granted a reduction of the research requirement to 2 publications rather than 3, or, alternatively, a monograph or an article published in a class A journal or indexed in the first quartile, in accordance with the procedures set out in Section 3.

7. In the event of absence for special reasons protected by law (health, maternity/paternity, disability) totalling more than 12 months, it is sufficient to author a single publication; the commission may grant a further reduction in the event of an absence totalling more than 18 months due to the reasons given above.

8. The procedure displays information on periods of absence, changes in employment conditions and changes of role between 1st January 2021 and 31st December 2023.

Art. 8 - Management requirement

1. Management activities are evaluated in order to grant reductions in the research requirement.
2. A reduction to 2 scientific papers as defined in Article 7 is envisaged for those who, for at least one year in the three-year reference period (1st January 2021 and 31st December 2023), have held one of the following positions:
 - a) Chair/Course Coordinator and Head of U.O.S;
 - b) Institutional appointments in Academic Bodies (member of the Academic Senate and/or the Board of Governors);
 - c) Director of a Specialisation School;
 - d) Director of the Collegio Superiore/ISA/campuses abroad;
 - e) PhD coordinator;
 - f) Chair of the Quality Committee/Guarantee Committee/Chair of the Joint Commission;



- g) Director of a Faculty under Art. 25 of the University Statute;
- h) Vice-Dean of a School.

3. A reduction to 1 scientific paper as defined in Article 7 is envisaged for those who, for at least one year in the three-year reference period (1st January 2021 and 31st December 2023), have held the position of Head of Department, Campus Dean/Coordinator, School Dean, Vice Rector or Rector Delegate.

4. The requirement is reduced to zero for professors who have served as Rector or Vice-Rector, even in only one of the reference years.

5. Management activities are displayed in the online application only if the applicant has not already met the research requirement set out in Article 7.

Art. 9 – Evaluation committee

1. The Committee is composed of three category I university professors.

2. The members of the Committee are proposed by the Rector to the Academic Senate and appointed by Rector's Decree. A chairperson is identified within the Committee, and the functions of secretary are performed by an official of the administration.

3. The Committee completes its work within 90 days of the deadline for submitting applications under Article 3.

4. The Chair may ask the Magnificent Rector for an extension of the deadline for the conclusion of the work for another thirty days, only in the presence of proven and justified reasons.

Art. 10 - Approval of the acts of the evaluation procedure and deadlines for its conclusion

1. The acts of the evaluation procedure are approved by Rector's decree within 30 days of the conclusion of the evaluation operations.

2. The procedure will be concluded, with all the subsequent administrative and accounting formalities required, within 5 months from the deadline for submitting the application referred to in Article 3.

Art. 11 - Positive evaluation

1. Candidates who have obtained a positive evaluation will be placed in the higher salary class beginning on the first day of the month in which they are entitled to classification in this class.

Art. 12 - Negative evaluation and failure to submit the application

1. Candidates with a negative evaluation may obtain the new salary class by applying in the next evaluation session, to be announced one year after the publication of this notice.



In the event of successful participation in the next evaluation session, the candidates will be classified in the higher salary class with effect one calendar year after the date of accrual of the seniority required for participation in this call.

2. The provisions of paragraph 1 of this Article shall also apply to all eligible persons who do not apply to participate in the call.

Info point

For information on how the procedure is conducted, please contact the **Careers Office** of the Legal Status of Faculty Unit at the following address

email: apos.bandoclassistipendiali@unibo.it

Staff are available to meet with the public, preferably via the Teams platform, on the following days and times, and may be contacted as follows:

- Monday, Tuesday, Wednesday and Friday: 9 a.m. to 1 p.m
 - Tuesday and Thursday: 2:30 p.m. to 5 p.m.
- Telephone: 051 2098956-55-54

The Procedure supervisor is the Head of the Personnel Division, Michele Menna - Piazza Verdi no. 3 - 40126 Bologna.

ANNEXES: No. 1 List of professors and assistant professors eligible to apply for this call for applications.

DEPUTY RECTOR
Professor Simona Tondelli
Digitally signed

An appeal against this provision may be filed with the T.A.R. (regional administrative court) within sixty days of receiving this document. Alternatively, an extraordinary appeal may be submitted to the President of the Republic within one hundred and twenty days.