



AREA DIDATTICA E SERVIZI AGLI STUDENTI

Managerial Decree Rep. n. 4663 Prot. N. 86161/VII/16.34 dated 29/12/14

THE HEAD OF TEACHING AND STUDENT SERVICES

- CONSIDERING** Legislative decree 165/2001 art. 4 paragraph 2 according to which it is the director's responsibility to adopt administrative acts and provisions, including acts which regulate the administration's dealings with those outside its jurisdiction;
- CONSIDERING** article 23 paragraph 2 of Law 240/2010 concerning contracts for teaching activities;
- CONSIDERING** University Chancellor decree n° 418/2011 Regulations of the University of Bologna governing employment contracts for teaching and tutoring;
- CONSIDERING** the resolution by the Academic Senate on 25/10/2011 and by the Board of Directors on 8/11/2011 to approve the project for language learning policies at the University of Bologna;
- CONSIDERING** the resolution by the University Language Centre Management Committee in the session held on 20/11/2014, which approved the start of a new selection procedure for the positions of English Language Instructors, aimed at meeting the needs associated with the Project for Linguistic policies, those linked to the Teaching Plan of the Romagna campus sites and requests coming from internal structures within the University;
- ACKNOWLEDGING** that the teaching staff currently employed at the University Language Centre do not have hours available and that appeal must therefore be made to external resources;

APPROVES

the following selection procedure (comparative evaluation of qualifications and interview) for the positions of Language Instructor for English for meeting the needs of the University Language Centre until the end of the academic year 2016/2017.

1. Requirements to participate in the selection procedure

Applicants who possess the following requirements can participate in the selection procedure:

- 1) native speaker of English, meaning the ability to express yourself naturally in English, having acquired this ability through family origins or linguistic experience;
- 2) degree qualifications:
 - a degree from the 'vecchio ordinamento' or either a 'laurea magistrale' or 'specialistica' from the 'nuovo ordinamento', or a four-year BA or a degree and an MA from a foreign university relevant to the nature of the proposed duties;
 - a 'laurea triennale' together with a TEFL or TESOL certificate or a degree from a foreign university relevant to the nature of the proposed duties;
- 3) adequate knowledge of Italian.



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The selection committee will determine – exclusively for the purpose of admission to the selection procedure – the functional equivalence of the foreign degree. For degrees awarded in countries outside the EU, it is necessary to provide the *dichiarazione di valore* document issued by the Italian Consulate which has jurisdiction over that country or area.

Anyone who is related by blood or marriage (up to and including a fourth level relation) to any professor/language expert at the University Language Centre, the University Chancellor, General Director, or any member of the Language Centre Management Committee or Board of Directors of the University of Bologna, cannot participate in this selection procedure.

Former University of Bologna employees may participate in the selection procedure only if employment was terminated after meeting the requirements specified in the recent Labour Reform (Legge Fornero)¹ pertaining to age related retirement/pension.

These requirements must be met by the application deadline.

For former University of Bologna employees in quiescence, at least 5 years must have passed between termination and the application deadline.

2. Purpose of the selection procedure

A selection procedure (comparative evaluation of qualifications and interview) is authorized for the positions of Language Instructor for English to implement courses designed for students who need to take the *idoneità* type language test and/or language certification exams, as required under the project for language learning policies at the University of Bologna noted in the recitals and for any other educational requirement emerging from the teaching plan.

Contract duration is two years.

The current selection procedure is for the following campus sites: Bologna, Cesena, Forlì, Ravenna and Rimini.

3. Essential job duties and salary

Total hours: 500 annually for a contract total of 1000 hours, divided as follows:

- presence in classroom: 300 annually for a contract total of 600 hours;
- other duties (exams, office hours, etc.): 200 annually for a contract total of 400 hours.

Gross salary: € 25,000.00 annually for a total of € 50,000.00.

Please note that only taxes and social security contributions which are the responsibility of the employee must be deducted from gross salary.

The shortlist can also be used for other needs should they arise, maintaining the hourly rate of € 50,00 (gross subject).

The shortlist will remain in force until the end of the academic year 2016/17.

4. Tasks and responsibilities of Language Instructors

Language Instructors lead the instructional activities for students learning English; they use the university's e-learning system whenever expected; they provide educational support and assistance for the students; they are involved in the creation and administration of pre-tests, mid-term tests and final competency tests and certification; they are expected, where required, to correct the 'idoneità'

¹ If employment was terminated within the year 2011, the requisite for the old age security pension is 61 years of age for women and 65 for men; if employment was terminated after 1st January 2012, the registered requirement for the pension is 66 years of age for both women and men. If the employee has reached a pensionable age on the basis of the regulations in force before 1st January 2012, the requisites indicated in the previous point are applicable.



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tests and to look over the tests taken by the students (this latter activity will be in collaboration with the appointed technical staff) and any other eventual activity related to language learning and student assessment.

The timetable relating to teaching responsibilities will be established by the Language Centre and will not be able to be modified.

In order to perform the duties of this position, the Language Instructor will adopt the syllabi and use the instructional materials in collaboration with the person from the Language Centre responsible for a particular language level.

Language Instructors will maintain a list of activities they perform and keep an updated register in accordance with the model established by the Language Centre.

The Language Instructors will have a performance evaluation, which may also include the results of student questionnaires.

5. Procedures and terms for submitting an application

Applications for this job posting, as formulated in the facsimile provided, must be sent to:
Alma Mater Studiorum - Università di Bologna - Centro Linguistico di Ateneo
and be presented in one of the following ways no later than **13:00 CET on 23/01/ 2015**:

- **in person to the office:** Language Centre Administrative Office, Piazza San Giovanni in Monte, 4 - 40124 Bologna – between 9:00 and 13:00 from Monday to Friday
- by **fax:** +39 051 2086118
- by **certified e-mail**, by sending an e-mail to ‘ScriviUnibo@pec.unibo.it’ from your own personal certified e-mail address, attaching the requested documentation in PDF format (each attachment must not exceed 5 MB).

Those interested should send the following documents, dated and signed, in order to be valid:

- application form - use attachment 1;
- signed and dated CV in European format including: qualifications and professional experiences indicating when these took place and their duration. The selection committee will not evaluate qualifications and professional experiences which are not clearly specified;
- completed form entitled “dichiarazione sostitutiva di atto notorio e di certificazione”. Attachment 3 can be used. See article 1 for the list of relevant degrees and certificates;
- if sending a fax, a photostat of an ID is required;
- if sending a certified e-mail, a copy of an ID in PDF format is required.

In accordance with article 39 of the DPR 28th December 2000, n. 445, no authentication of the signature on the application is required.

If the application is sent by certified e-mail, the necessity for a signature can be respected by attaching a copy of a current ID in PDF format.

It should be noted that when dealing with public administration organs and public services managers that deeds of notoriety released by Italian public administrations can be substituted by self-declaration affidavits, see articles 46 and 47 DPR 445/2000.

Therefore any certificates which may be attached to the present application will not in themselves be taken into consideration in evaluating the above-mentioned qualifications, in accordance with



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article 15 Law 183/2011. Rather, such certificates should be self-certified by the candidates themselves.

The Administration assumes no responsibility for the failed delivery of communications caused by the candidate writing the address inaccurately, or the candidate's failure to communicate or the delayed communication of the change of address indicated in the application. Neither will responsibility be assumed in the case of negligence by third parties, accidents or circumstances beyond the applicant's control.

6. Grounds for exclusion

Applications will be automatically excluded from the selection procedure due to any of the following:

- Missing applicant's signature from the signature block of the application;
- Not respecting the procedures and terms for submitting an application;
- Missing any criteria stated in article 1 of this job posting.

7. Comparative evaluation

The selection committee performing the comparative evaluation of applicant qualifications will be appointed by managerial decree and be composed of at least three members.

The committee will evaluate applicant qualifications and experience, and hold the interviews in English. Foreign candidates will also be expected to demonstrate their knowledge of Italian in the interview.

The total of (100) possible points will be determined by:

- Points awarded for qualifications (maximum of 40/100)
- Points awarded for the interview (maximum of 60/100)

Only applicants with at least 20 of the possible 40 points for the preliminary evaluation will be invited to interview for this position.

In order to be called for the interview and the comparative evaluation, the following qualifications and professional experience will be taken into consideration, provided they are relevant to the tasks and duties of this position:

1. proven experience in instructional activities for the English language up to 20 points;
2. certificates which attest the candidate's suitability to teach the English language, issued by the appropriate examining bodies (accredited TESOL and TEFL diplomas or certificates etc) up to 5 points;
3. qualifications over and above those required for admission to the selection process (a second degree, second 'laurea magistrale' or 'specialistica', additional post-graduate degrees, research grants, PhD etc) up to 5 points;
4. experience using distance learning environments or e-learning systems up to 5 points;
5. any publications up to 5 points.

The outcome of the evaluation of qualifications will be published on the University Language Centre website and on the University Portal.

The interviews will take place in public from 9/02/2015 at the University Language Centre, Piazza San Giovanni in Monte, 4 – 40124 Bologna.



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To pass the interview stage, an applicant must obtain at least 30 points.

8. Terms for publicizing the shortlisted candidates

The shortlist of candidates who have passed the selection process will be published on the CLA website and the University Portal and will be valid until the end of the academic year 2016/17.

9. Terms for presenting an appeal

Applicants interested in presenting an appeal, to the University Chancellor (*Magnifico Rettore*), against the selection committee's decision, must do so within 15 days from the date the results are published; the Chancellor will determine the merits of the appeal within the following 30 days, after consulting a three-member committee he appoints to examine the appeal.

Any appeal against this decree should be presented to the Regional Administrative Court within 60 days of its publication.

10. Safeguard norms

An employment contract will only be stipulated with successful candidates after the official conclusion of the administrative procedure for approving the minutes from the selection process.

11. Requirements to stipulate an employment contract and incompatible conditions

Before the start of instructional duties, successful candidates, who are permanent employees of another Public Agency and work full or part-time more than 50%, must provide a *nulla osta* clearance from the employer.

Employment contracts resulting from this job notice cannot be stipulated if the candidate has other incompatible types of employment contracts (*lavoro subordinato*), either of indefinite or definite term, with an Italian University, is enrolled in a PhD program, has a research grant or tutoring position as regulated by DM 198/2003.

Before signing a contract the successful candidate must declare, or forfeit the right to sign the contract, not to have any of the incompatible conditions listed above.

12. Privacy of personal information

In accordance with the regulations in legislative decree 196/2003, all data submitted by the applicant is held at the University of Bologna, collected for the purpose of the selection procedure and may be used if the applicant is offered a position in order to manage this process.

The person responsible for the administrative procedure is Orsola Brizio – Responsible for the University Language Centre.

Witnessed by:

Angela Negrini
Head of Teaching and Student Services

Orsola Brizio
Responsible for the University Language Centre

Bologna, 29 December 2014

In the event of inconsistency or discrepancy between the English version and the Italian version of this job notice, the Italian language version shall prevail.