



Regulations for the Recruitment of Full and Associate Professors

Title 1 - General Provisions

Article 1 - Scope

1. In compliance with the principles established by the European Charter for Researchers and the Code of Ethics and Conduct of the University of Udine, the Regulations govern the procedure for the call of full and associate professors pursuant to Italian Law 30.12.2010, number 240, and it governs the procedure for the direct call and the call of scholars of the highest repute pursuant to Italian Law 4.11.2005, number 230.

Article 2 - Request from the relevant Department

1. Each Department contributes to the determination of the three-year human resource plan, submitting proposals to cover its requirements for full and associate professors and researchers, in relation to teaching and research activities.
2. When approving the three-year budget, The Board of Directors shall determine the financial coverage for the recruitment of full and associate professors, in line with the three-year plan referred to in paragraph 1. Within the limits of the resources they have received, The Departments shall initiate the procedures for the recruitment of full and associate professors.
3. The procedure launched by the Department shall indicate one of the following methods of recruitment, as well as the reasons for the choice:
 - a) direct call or call of scholars of the highest repute according to the procedures regulated by Article 1, paragraph 9 of Italian Law 230/2005;
 - b) call on the basis of a selection procedure pursuant to Article 18, paragraph 1 and paragraph 4 of Italian Law 240/2010;
 - c) call on the basis of an evaluation procedure pursuant to Article 24, paragraph 5 of Italian Law 240/2010 for researchers with fixed-term contracts;
 - d) call on the basis of an evaluation procedure pursuant to and in compliance with the procedures provided for by Article 24, paragraph 6 of Italian Law 240/2010 for tenured professors and researchers already in service at the University.
4. The resolution of the Department must contain:
 - a) the procedure used to fill the position, in compliance with paragraph 3 above;
 - b) the position for which the post is requested;
 - c) the place of employment;
 - d) the call sector for which the post is requested;
 - e) if applicable, the call profile and the academic discipline for which the position is being applied for;
 - f) the specific duties that shall be performed by the successful candidate, as well as the type of teaching and research commitment;
 - g) the quality standards referred to in Article 24, paragraph 5 of Italian Law 240/2010 and of the Italian Ministerial Decree 344/2011 and any additional teaching and academic qualification that is considered necessary;
 - h) the expected remuneration, and the means of financial coverage;

- i) if the position envisages the performance of medical assistance activities, the Department resolution shall expressly refer to the commitments deriving from the agreements entered into with the National Health Service Hospitals and indicate the location at which the activity will be performed, as well as the qualification required. In the case of the procedure referred to in paragraph 3, letter b), letter c), and letter d) of this Article:
 - j) if applicable, in compliance with the provisions of the decree referred to in Article 16, paragraph 3, letter b) of Italian Law 240/2010, the maximum number of scientific publications to be submitted by the candidate which in all cases shall not be less than twelve;
 - k) an indication of the candidate's language skills, in relation to the multilingual profile of the University or the teaching requirements of the courses of study.
5. The proposal for recruitment is approved through a resolution of the Department supported by the absolute majority of full professors in the case of the call of full professors; the absolute majority of full and associate professors for the call of associate professors.

Article 3 - Selection Committee

1. The Selection Committee is composed of three full professors or scholars and experts of equal standing serving at universities and research institutions of countries belonging to the Organisation for Economic Co-operation and Development (OECD). One member is designated by the Department Council that has requested the position to be filled, also among candidates that are professors of the University of Udine; the Academic Staff Office selects the remaining two members by sortition from a list of four or six external professors, identified by the Department Council in compliance with the principle of gender equality, whenever possible.
2. The members of the Selection Committee shall meet the following requirements:
 - a) research products must meet the minimum criteria and requirements stipulated by the University Regulations, as certified by the Department, and be relevant to the selection call sector;
 - b) if the committee members are full professors, they must also belong to the selection call sector or, in the event of a justified impossibility, to the same macro-sector. If a profile with a specific scientific-disciplinary sector is envisaged, the designated committee member or at least three professors from the list of candidates for sortition referred to in the preceding paragraph (or at least five, if six names are designated) must belong to the scientific-disciplinary sector covered by the profile or, if this is impossible for a justified reason, to the call sector.
3. The Committee designates from among its members a chairperson and a secretary to take the minutes.
4. The Committee performs its work in the presence of all its members and adopts its resolutions on the basis of the absolute majority of its members.
5. The Committee is not open to professors and researchers who:
 - are on leave of absence, on leave, or who are on secondment to another institution;
 - have obtained a negative evaluation as defined in Article 6, paragraph 7 of Italian Law 240/2010;
 - have a conflict of interest within the Committee or with one or more candidates;
 - have a degree of kinship or affinity with the candidates to be evaluated up to and including the fourth degree of kinship, or who fall within one of the cases referred to in Article 51 of the Italian Code of Criminal Procedure.

6. The Committees may make use of telematic devices for collegial work.
7. Participation in the work of the Committee constitutes an ex officio obligation for its members; renouncement of the appointment or resignation due to unforeseen circumstances shall be adequately motivated and documented and must be accepted by the Rector; subsequently, a new appointment shall be drawn by sortition until the list is exhausted. Changes in legal status occurring after the appointment do not affect the capacity of the Committee member.
8. The Rector appoints the Committee within two months of the deadline for submitting applications, following a resolution of the Department Council.
In the event of delay on the part of the Department, the Rector shall issue a decree.
9. From the date of publication of the appointment decree on the official online Notice Board of the University, a period of 30 days shall elapse in which candidates may submit any requests for objection to the Rector on the grounds of incompatibility of Committee members. If all candidates declare that there are no grounds for objection to the Committee members, the deadline shall expire in advance.

Article 4 - Conclusion of the procedure

1. The Committee shall complete its work within three months of notification of the decree of appointment by the Rector.
2. The Rector may extend the deadline for the conclusion of the procedure only once, and for no more than two months, in the event of substantiated and exceptional circumstances reported by the President of the Committee. Once the deadline for the conclusion of the work has expired without delivery of the acts, the Rector shall dismiss the Committee and appoint a new one.
3. If the Rector identifies irregularities in the conduct of the procedure, they will issue a justified ruling, remitting the acts to the Committee and setting a deadline for the Committee to implement any modifications.
4. The acts are approved by Rector's Decree within thirty days of their submission to the offices.
5. The decree of approval of the acts and the final report is published on the official online Notice Board of the University, and the University website. The deadlines for any claims or appeals commence from the publication date of the decree of approval of the acts on the official online Notice Board of the University.

Article 5 - Appointment of the successful candidate

1. Within the framework of the procedures referred to in Article 18 and Article 24, paragraph 6 of Italian Law 240/2010, the Department submits the proposal to appoint the successful candidate to the Board of Directors within sixty days from the approval of the acts. The resolution of the Department shall be approved by the absolute majority of full professors for the appointment of full professors, and by the absolute majority of full and associate professors for the appointment of associate professors.
2. If the Department does not submit a decision within the above-mentioned time limit, it may not request, in the two years following the approval of the acts, a selection procedure for the same position and the same call sector or, if applicable, scientific-disciplinary sector, for which the previous procedure was undertaken.
3. The Department Council cannot submit a proposal for the appointment of a candidate who is related by kinship or affinity up to and including the fourth degree to a professor belonging to the Department proposing the appointment, or to the Rector, the Director General, or a member of the Board of Directors of the University.

4. After the approval of the Board of Directors, subject to the opinion of the Academic Senate, the candidate is appointed by Rector's Decree.

Title 2 - Recruitment on the basis of a comparative selection procedure (Article 18, paragraph 1 of Italian Law number 240/2010)

Article 6 - Comparative selection procedure

1. The comparative selection procedure is implemented after the Rector has issued a call to be published on the University website, the website of the Italian Ministry of Education, Universities, and Research, and the website of the European Union; the announcement of the call is published in the Official Gazette of the Italian Republic.
2. The call must specify:
 - a) the number of posts required;
 - b) the position for which the post is being requested;
 - c) the relevant department of the appointed candidate;
 - d) the place of employment;
 - e) the call sector for which the post is being requested;
 - f) if applicable, the profile by indicating one or more disciplinary scientific sectors;
 - g) the specific functions to be performed by the professor, as well as the type of teaching and research commitment;
 - h) remuneration and social security provided;
 - i) the procedures for submitting applications and the deadline, which shall not be less than thirty days from the date of publication of the notice of the call in the Official Gazette of the Italian Republic;
 - j) requirements for admission to the procedure;
 - k) if applicable, the maximum number of publications that the candidate must submit pursuant to Article 2, paragraph 4, letter j);
 - l) indication of the general evaluation criteria to be applied by the Committee;
 - m) indication of the rights and duties of the professor;
 - n) if applicable, indication of the foreign language in which the candidate's language skills are to be assessed;
 - o) in the case of positions for which the performance of medical assistance is foreseen, the indication of the location at which such activities shall be performed, as well as indication of the qualification required for the performance of such activities.

Article 7 - Requirements for the admission of candidates

1. The following applicants are eligible to participate in the selections:
 - a) candidates who have obtained the national qualification pursuant to Article 16 of Italian Law 240/2010 required for the open position or for a superior position, for the call sector, or one of the call sectors included in the same macro-sector;
 - b) professors who are already in service at other universities in a position at the same level as the level of the call;
 - c) scholars permanently engaged abroad in research or teaching in university positions of equal level to those specified in the call for applications, on the basis of correspondence tables defined by the Italian Ministry.
2. Individuals who are related by Kinship or affinity, up to and including the fourth degree, to a professor belonging to the Department submitting the call, or to the Rector, the Director General, or a member of the Board of Directors of the University cannot participate in the procedure.

3. Pursuant to Article 18, paragraph 4 of Italian Law 240/2010, procedures reserved exclusively for candidates from outside the University are prohibited for individuals who, in the three-year period preceding the deadline of the call for candidates, have served in the University of Udine, or have been recipients of research grants or have been enrolled in university courses at the University of Udine.

Article 8 – Selection procedure

1. The Committee selects the candidate who is best qualified to perform the teaching and research duties for which the position has been called by means of a comparative evaluation conducted on the basis of academic publications, curriculum vitae, and the teaching and assistance activities of the candidates, if applicable, as well as any language skills required.
2. The assessment is conducted on the basis of the predetermined criteria indicated in the notice of the call for selection; these criteria must be defined in compliance with national and international standards and with the additional elements provided for under Article 2, paragraph 4, letter g) and Article 6, paragraph 2, letter l).

Title 3 - Recruitment by means of an assessment procedure (Article 24, paragraphs 5 and paragraph 6)

Article 9 - Method of conducting the procedure pursuant to Article 24, paragraph 5 of Italian Law 240/2010

1. Given the provisions of Article 2 on the basis of human resource planning and available financial resources, the Department, in the third year of the contract and, in any case, in due time before the termination date, deliberates on the request to assess the fixed-term researcher referred to in Article 24, paragraph 3, letter b) of Italian Law 240/2010.
2. The Department Council is not permitted to propose the evaluation procedure for individuals who are related by kinship or affinity, up to and including the fourth degree, to a professor belonging to the Department proposing the call or to the Rector, the Director General, or a member of the University Board of Directors.
3. The evaluation is conducted pursuant to Italian Ministerial Decree dated August 4 2011, number 344. The publications and the duties performed by the Researcher under contract are subject to evaluation. The activities performed by the Researcher before the conclusion of the contract are also assessed if they are the basis on which he/she was awarded the contract.
4. Notwithstanding the provisions of Article 3, the Committee is appointed by the Department Director requesting the evaluation procedure, after the Department Council has designated the Committee members with the approval of the absolute majority of the full professors.
5. At the end of the procedure, if the candidate has passed the evaluation, the Department refers his/her appointment to the Board of Directors, subject to the opinion of the Academic Senate.
6. The procedure is published on the University's website.

Article 10 - Method of conducting the procedure pursuant to Article 24, paragraph 6 of Italian Law 240/2010

1. Given the provisions of Article 2 in terms of human resource planning and available financial resources, the Rector starts the procedure by publishing a notice on the University's website specifying the contents of Article 6, without prejudice to the deadline

for submitting applications referred to in paragraph 2, letter i) of the same Article, which shall not be less than 15 days.

2. The procedures for associate professorships are open to all tenured researchers of the University who have obtained the national second and/or first level scientific qualification for the procedure call sector or for one of the call sectors included in the same macro sector.
3. The procedures for full professorships are open to all tenured associate professors and researchers of the University who have obtained the national second and/or first level scientific qualification for the procedure call sector or for one of the call sectors included in the same macro sector.
4. The Selection Committee, which is appointed pursuant to Article 3, proceeds with the assessment on the basis of the provisions of Italian Ministerial Decree dated August 4 2011, number 344, and completes its work pursuant to Article 4.

If there is more than one candidate, a comparison between the candidates is ensured and the Committee identifies up to two candidates, from whom the Department appoints the winner with a justified resolution.

The winner must necessarily remain in the department awarding the position for at least five years.

Title 4 - Recruitment by direct call and on the basis of acknowledged high repute (Article 1, paragraph 9 of Italian Law 230/2005)

Article 11 - Procedure governing recruitment by direct call or call of distinguished scholars of acknowledged high repute.

1. Subject to the provisions of Article 2 in terms of human resource planning and available financial resources, the recruitment of full professor and associate professor positions may be carried out by direct call of scholars:
 - a) who have been permanently engaged abroad in research or teaching at the university level for at least three years, holding an equivalent academic position in a foreign university or research institution;
 - b) who have already performed a period of at least three years of research and teaching in Italian universities by direct call authorised by the Italian Ministry of Education, Universities, and Research within the framework of the Italian "*rientro dei cervelli*" programme, and have achieved scientific results which are in line with the post for which the call is proposed;
 - c) who have been successful in specific research programmes of high qualification, identified by decree of the Italian Ministry of Education, Universities, and Research and funded by the European Union or the Italian Ministry of Education, Universities, and Research.
2. Full professor positions may also be filled by the direct call of distinguished scholars of acknowledged high repute.
3. The Department Council shall propose the direct calls referred to in paragraphs 1 and 2 with a substantiated report that illustrates the quality and the high academic profile of the scholar for whom the direct call or the call of distinguished scholars of acknowledged high repute is proposed. It must also make explicit, detailed reference to the scholar's academic contributions, the results obtained, and their recognition in the international community. The Department Council cannot propose the call of individuals who are related by kinship or affinity, up to and including the fourth degree, to a professor

belonging to the Department proposing the call, or to the Rector, the Director General, or a member of the University Board of Directors.

4. In the case of a proposal for the direct call of distinguished scholars of acknowledged high repute, the decision must be taken by a two-thirds majority of the full professors belonging to the Department.
5. The proposal of candidates through direct call or call of distinguished scholars of acknowledged high repute is approved by the Board of Directors after receiving the opinion of the Academic Senate and is forwarded to the Ministry for approval of the appointment; it may also be promoted on the initiative of the Rector and the Board of Directors using specific funding in agreement with a Department of the University.

Article 12 - Appointment

1. The Rector, by his/her own decree, approves the appointment and determines the relevant salary class based on seniority, if applicable, and assessments of merit.

Title 5 - Transitional and final provisions

Article 13 - Application

1. The procedure referred to in Article 10 may be used within the time and resource limits established by Law.
2. For all matters not foreseen by this Regulation, the provisions of the Law and Regulations in force are applicable.

Article 14 - Publication and effective date

1. These Regulations shall be published on the official online Notice Board of the University and become effective on the day after their publication. They apply to procedures requested after they come into force.
2. From the effective date of these Regulations, the Regulations approved by Rectoral Decree number 989 dated 12.12.2019 governing the procedure for the call of professors of first and second level are abrogated, without prejudice to the completion of the procedures in progress on the aforesaid date.



HR EXCELLENCE IN RESEARCH

The translation of these Regulations is part of the actions aimed at implementing the Human Resources Strategy for Researchers (HRS4R). The official and legally-binding Regulations are in Italian only. This document is only meant to provide information in English on the contents of the Regulations.