



Prot. 102/2014/amm/leg/aa

**Dean's Decree n. 122/14 – 05/04/2014**

**Selection procedure for the hiring of a Level II Professor  
at the University of Gastronomic Sciences  
Contest sector: 13/B1 – Business economics  
Scientific subject area: SECS-P/07 – Business economics**

**THE DEAN**

- Given DM 4 October 2000, concerning the redefinition and updating of scientific subject sectors and the definition of the relative proclamations, in compliance with art. 2 of DM 23 December 1999;
- Given DPR 28/12/2000, n. 445 – Single text of the legislative and regulatory dispositions regarding administrative documentation;
- Given DM 22/10/2004, n. 270, containing modifications of the regulations governing didactic autonomy in Universities;
- Given the Charter of the University of Gastronomic Sciences, issued by Dean's Decree n. 1/05 dtd 5/05/2005, published in the Official Gazette n. 106 dtd 9/05/2005 – Ordinary supplement n. 84, subsequently modified by Dean's Decree n. 33/07 dtd 18/04/2007, published in the Official Gazette n. 104 of 7/05/2007;
- Given Law n. 240/2010, containing “Norms regarding the organization of Universities, academic personnel and recruiting, and authorizing the government to promote the quality and efficiency of the University system”, and specifically art. 18 – Call for the hiring of professors;
- Given D.M. 29/07/2011, n. 336 “Definition of contest sectors, grouped in macrosectors, as per art.15 of Law n. 240/2010”;
- Given the University of Gastronomic Sciences' Regulations for the hiring of professors of Levels I and II;
- Given the 2014/2016 three-year plan, approved by the Executive Committee on 26/09/2013;
- Given the resolutions of the Faculty Council adopted on 27/02/2014 and ratified by the Executive Committee on 28/02/2014;

**HEREBY DECREES**

### **Art. 1 - Call**

The University of Gastronomic Sciences hereby issues a call for the carrying out of a selection procedure for the hiring of a professor of Level II, in compliance with art. 18 of Law n. 240 of 30 December 2010:

- Contest sector: 13/B1 – Business economics
- Scientific subject sector: SECS-P/07 – Business economics
- To be carried out at: University of Gastronomic Sciences, Pollenzo campus
- Maximum number of publications to be submitted: 12
- Foreign language: English

### **Art. 2 – Type of scientific and didactic duties (valid solely for this call)**

The winner of the contest shall be engaged in teaching activities for the first and second level degree courses, university Masters and other courses offered by the University, for which s/he will be responsible for teaching topics related to business administration, and specifically: business strategy, entrepreneurship and innovation and quantitative methods used to support the definition of a business strategy. Much of the teaching activities will be carried out in English and include serving as a mentor for students.

The professor shall carry out scientific research in the following areas: innovation, entrepreneurship and analysis of business system dynamics, with special attention to the aspects that interest the present and future of the agro-alimentary sector. The professor shall be asked to coordinate and participate in applied research projects conducted for and with private companies and National and international institutions, mostly in English. Finally, the professor must develop original teaching materials in English and Italian, such as: case studies, teaching notes, sector notes and simulation models (*learning environment*).

In order to adequately carry out the activities described above, including the teaching and research activities to be carried out on the campus of UNISG, the professor's presence will be required for at least one hundred and twenty working days per year.

### **Art. 3 – Requisites for admission to the selection procedure**

Participation in the selection procedure specified in art. 1 above is open, without limitations of citizenship or academic title held by candidates:

The following may participate in the selection procedure for the present call:

- those who hold the national accreditation for the sector called and for the functions specified in the selection procedure, or for functions superior to those, except if already under contract to perform those same superior functions;
- confirmed Level II professors, already in service on the date in which Law n. 240 of 30 December 2010 came into effect, in contest sector: 13/B1 – Business economics, or for the corresponding Scientific-Subject sector: SECS-P/07 – Business economics;
- academics regularly employed abroad in university level teaching and/or research positions of equal status to those indicated in the call, in scientific-subject sectors corresponding to the one indicated in this call as the contest sector;
- faculty members who have received accreditation as Level II professors pursuant to the provisions of Law n. 210 of July 3 1998, limited to the period of duration of the same law, in contest sector: 13/B1 – Business economics, or for the corresponding Scientific-Subject sector: SECS-P/07 – Business economics.

Those who are related or related by marriage, up to the fourth degree (included) to a professor on the University faculty, or to the Dean, the Registrar or a member of the Board of Directors, are not eligible to participate in the selection procedure for the hiring of Level II professors.

The following may not participate in the selection procedure:

- those who have been stripped of their civil and political rights;
- those who have been dismissed or removed from a position in the public administration, or who have been divested of another public post, as per art. 127, letter d), of the single text approved by DPR n. 3 of 10 January 1957, or who have been dismissed with or without warning from a public administration post during the two year period prior to the due date for applications.

The requisites and obligations undertaken must be held as of the due date for the submission of applications for admission to the comparative evaluation.

Foreign citizens must be adequately fluent in Italian, which, for those applicants, will be verified during the examinations for the comparative evaluation.

#### **Art. 4 – Modalities and terms of submission of the application for participation in the selection procedure.**

The application to participate in the selection procedure must:

- be drawn up using the form contained in Attachment A to this call, an integral part of this Decree, and signed by hand; the forms will be available at the Pollenzo campus of the University of Gastronomic Sciences and can also be downloaded from the following web page: <http://www.unisg.it/ateneo/procedure-di-valutazione-comparativa/>;
- be sent by registered mail r/r or by courier with delivery receipt, or delivered by hand directly to the Office of Comparative Evaluations of the University of Gastronomic Sciences, Piazza Vittorio Emanuele, 9, Loc. Pollenzo – 12042 BRA (CN).

Applications will also be accepted if sent by PEC (certified e-mail) to the University's certified e-mail address: [rettore@pec.unisg.it](mailto:rettore@pec.unisg.it), within and not beyond the due date indicated in this article. The application can only be sent to this address from another certified e-mail address; applications sent from non-certified e-mail addresses will not be taken into consideration.

Applications sent by PEC must include the relative attachments and a copy of a valid ID document, in PDF format;

- contain a clear and precise indication of which call the applicant wishes to participate in;
- contain an indication of the domicile elected by the applicant for purposes related to the comparative evaluation. Any eventual changes in the same must be promptly communicated to the office to which the application has been sent. The administration declines any responsibility for the failure to receive communications due to incorrect reporting of the address by the applicant, or failure to notify or late notification of a change of address by the same, nor for eventual postal or telegraphic errors not attributable to the administration itself, nor for the failure to notify reception of the application or the return of the documents and communications relative to the comparative evaluation.

Applicants officially recognized as differently able, as per Law n. 104 of 5 February 1992, must make explicit in their application the type of assistance needed, if any, as well as the eventual necessity of additional time to carry out the examinations, as per the abovementioned law.

#### Terms and modalities for submitting applications

Applications for participation in the selection process must be received, according to the modalities specified above, within and not beyond **30 days** following the day after the publication of the call in the Official Gazette. If the thirtieth day falls on a holiday or a Sunday, the due date for reception of applications is extended to the next working day.

**Applications delivered by hand or sent through the mail or by express courier to the Office of Comparative Evaluations must be received on or before 6 p.m. of the day of expiry of the call.**

**Applications for admission to the procedure sent by Registered letter r/r or via courier or certified e-mail shall be accepted for consideration only if received on or before the day of expiry of the call.**

On the envelope containing the application, applicants must clearly indicate their identity and the comparative evaluation procedure they are applying to participate in (the name and number of the call and the contest sector, or the corresponding scientific subject sector).

Applications received by the University after the deadline for receiving applications to participate in the comparative evaluation procedure will not be taken into consideration.

The Administration declines any responsibility for failed communications due to incorrect reporting of the address by the applicant, or failure to notify or late notification of a change in the address indicated in the application, nor for eventual postal errors not attributable to the Administration itself, nor for the failure to notify the applicant of reception of the registered letter.

#### Attachments to the application

The modalities for the submission of the documentation attached to the application for participation are described in attachment A, which is an integral part of this Decree.

#### Foreign applicants

Applicants who are citizens of countries other than Italy must submit their applications in Italian, according to the modalities and within the terms specified in this article.

The application must also contain an eventual mailing address in Italy for the purposes of the comparative evaluation. Any eventual change in this address must be promptly reported to the office to which the application was sent.

For the submission of academic titles, documents and publications, foreign applicants must adhere to the same procedures as Italian ones, as specified in this article.

For the submission of academic titles, documents and publications, citizens of countries outside the EU shall be subject to the prescriptions indicated in this article, and are herewith informed that, as per art. 3 of D.P.R. 445/00, applicants from countries outside the EU who are residing in Italy and are in possession of a valid permit of stay may utilize self-certifications (art. 46 D.P.R. 445/00) or attested affidavits (art. 47 D.P.R. 445/00), limited to the status, personal characteristics and facts certifiable or attestable by public or private Italian subjects, without prejudice to the special dispositions governing immigration and foreigners in Italy. Apart from the above cases, applicants who are citizens of countries outside the EU and are authorized to reside in Italy may use the above cited self-certifications in cases where the use of the same is authorized by international conventions between Italy and the applicant's country of origin.

#### Additional information

Any questions or requests for additional information regarding the submission of applications should be addressed to the Office of Comparative Evaluations of the University of Gastronomic Sciences – Piazza Vittorio Emanuele, 9 – Loc. Pollenzo – 12042 BRA, telephone: 0172/458574, e-mail [concorsi.pollenzo@unisg.it](mailto:concorsi.pollenzo@unisg.it).

#### **Art. 5 – Exclusion from the selection procedure**

Applicants are excluded from the selection procedure by Dean's Decree, and the motivations are communicated to the interested party.

#### **Art. 6 – Head of the selection procedure**

The Head of the selection procedure is the Registrar of the University of Gastronomic Sciences.

#### **Art. 7 – Evaluation committee**

##### Composition and appointment

The Dean issues a Dean's Decree appointing the Evaluation Committee, which is composed of three members, in compliance with the conditions of art. 5 of the University's Regulations governing the selection process for the hiring of level II professors:

- a. a representative of the Dean, chosen from the ranks of the University's professors,
- b. two outside members – chosen from the ranks of professors at other Universities or on the staff of research institutes - level I professors, in the case that the call in question is for a level I position, or at least one level I professor in the case that the call is for a level II position. At least one outside member, a level I professor for the calls involving a level I position and either a level I or level II professor for the calls involving a level II position, must come from the scientific discipline/sector indicated in the call, or the sector for which the candidate holds national accreditation.

The Committee members are chosen based on their scientific and academic curriculum.

The Dean's Decree appointing the Committee is made public by entering it in the Official Roll and posting it on the website of the University of Gastronomic Sciences.

The Committee elects a Chairman and a recording secretary from among its members.

The Committee is permitted to use remote digital tools for its meetings.

The Committee carries out its appointed tasks in the presence of all its members and makes decisions based on an absolute majority of its members.

##### Challenges

Eventual challenges of the Dean's Decree appointing the members of the Evaluation Committee may be submitted by candidates to the Dean within and not beyond thirty days following the publication of the Decree. After said date, and in any case after the Committee is officially established, no further challenges may be submitted regarding its composition.

Rejection of a challenge shall not be considered a valid cause for subsequent challenges.

##### Conclusion of the Committee's duties

The Committee must conclude its task within 120 days after the date of publication of the Dean's Decree appointing its members. The Dean may extend this term only once, and for not more than 60 additional days, in the case of exceptional circumstances signaled by the Chairman of the Committee. In the case that the Committee's task is not complete after the extension, the Dean, with a motivated resolution, sets in motion the procedure for the replacement of the member(s) to whom the delay is attributable and sets a new deadline for the completion of the Committee's task.

## **Art. 8 – Comparative evaluation**

### Evaluation criteria

Below is a list of the general criteria applied by the Evaluation Committee, in compliance with Title III of the University's Regulations governing the selection procedure for the hiring of professors of level I and II:

- with regard to teaching activities, the volume and continuity of the candidates' activities are taken into consideration, especially the teaching of classes and sections for which the candidate was primarily responsible preference will be given to those candidates who have regularly taught courses in English and who have taught in foreign universities;
- particular importance will be given to teaching activities carried out at UNISG;
- with regard to additional and supplementary teaching activities and student services, thesis supervision, seminars, exercises and mentor activities are taken into consideration;
- the evaluation of teaching activities will include the candidate's ability to develop original teaching materials that enhance the scientific research activities
- insofar as the candidates' scientific research activities, the following aspects are taken into consideration:
  - the organization, direction and coordination of research teams or centers at the national and international level, or participation in the same;
  - the organization and coordination of applied research projects for private companies, institutions and organizations, including international ones;

In addition, the committee will also take into consideration candidates' participation as speakers in international conferences and conventions.

- insofar as the evaluation of the candidates' publications, the Committee will consider both published papers and papers accepted for publication according to the norms in force, as well as papers published in collections and articles published in journals in hard copy or digital form. A detailed evaluation takes into consideration the overall weight of the candidates' scientific production, its intensity and temporal continuity, except for the periods, adequately documented, of suspension of the contractual relationship or other periods of leave or furlough, as established by the laws in force and different from those allowed for study reasons.

Scientific production is evaluated based on the results achieved, the methodological rigor applied, the pertinence to the contest sector and to the eventual scientific sector for which the contest is announced. Another positive element in the evaluation is the temporal continuity of the candidate's scientific output.

### Judgment of the Evaluation Committee

The Evaluation Committee evaluate the curriculum and scientific publications submitted by each candidate, in addition to the teaching activities, in order to verify the candidate's didactic and scientific activities. It examines the titles attesting to the candidate's linguistic abilities or carries out the language test, in the absence of said titles. It then proceeds, based on its judgments, to compile the final rankings of the selection process and posts them on the University's website.

The Committee shall select at least one topic for each candidate, for the purposes of the teaching test. The test itself consists of a 45 minute lesson on the topic assigned (at random), and is required of candidates who have not already held a level II teaching position at other universities as of the date that

the contest was announced. The teaching test is held at least 24 hours after the topics are assigned, barring withdrawal on the part of the candidate or other candidates.

The Committee rules on whether the lesson should be given in Italian or English, by majority vote, and notifies the candidates when the lesson topics are assigned. The language chosen by the Committee is the same for all the candidate teaching tests.

The outcome of the teaching test is the result of a group evaluation, carried out by the Committee immediately following the lesson, which is recorded in writing and includes a written evaluation and a numerical grade.

The Committee draws up the minutes of each one of its meetings, with the relative attachments, and all its members sign them.

In order to evaluate each candidate's curriculum and scientific publications, the Committee applies, wherever possible, criteria recognized by the international scientific community, as well as the criteria specified in this article.

#### Conclusion of the procedure

When its appointed task has been concluded, the Evaluation Committee, based on the judgment indicated in the preceding point, draws up a report containing the individual judgments of each member and of the Committee regarding each candidate, based on which, after discussion and majority approval of the decisions, it compiles the rankings.

The abovementioned report, including both individual and combined judgments, is posted on the University's website, in the section entitled "Comparative Evaluation procedures".

#### Appointment of the Level II professor who has placed first in the rankings

Subsequent to the verification of the validity of the procedure, as indicated in art. 9 below, the Faculty Council, in a meeting that reaches the minimum number for a quorum, votes – with an absolute majority of professors of levels I and II – to propose that the Board of Directors proceed to offer a contract to the level II professor who has placed first in the rankings.

Following the Board of Directors' approval, the Dean issues a Decree ratifying the motion to hire, according to the indications of art. 8 of the Regulations governing the selection procedure for the hiring of professors of levels I and II.

#### **Art. 9 – Verification of the validity of the procedure**

Within thirty days after the documentation is consigned by the Examination Committee, the Dean issues a Decree certifying the formal validity of the same and notifying the candidates by posting the same Decree on the University's website, in the section entitled "comparative evaluation procedures".

In the case in which procedural errors have been made, the documentation is returned to the Examination Committee for correction, with urgency.

#### **Art. 10 – Restitution of documents and publications**

When the selection procedure has been completed, the candidates must provide, at their expense, for the return of the publications and documents deposited with the University of Gastronomic Sciences.

The University shall not act to return the material in any way; the candidates must arrange for the return of the diplomas, academic documents and publications with the personnel of the Comparative Evaluations Office, either by going there in person or by sending a courier or delegate to pick up the abovementioned documentation.

6 months after the date of the issuance of the Dean's Decree ratifying the procedure's records, posted

on the website, in the case that it has received no request to return the documentation, the University shall consider its responsibility to keep said documentation and return it upon request lapsed.

#### **Art. 11 – Treatment of personal data**

In accordance with the conditions of Leg. Decree n. 196 of 2003, the personal data furnished by the applicants are processed exclusively for the purposes related to the present call and are kept at the University of Gastronomic Sciences– Comparative Evaluations Office, in digital and hard copy.

Said data are necessary for the carrying out evaluations regarding the requisites for participation, and failure to provide them will result in the applicant’s exclusion from the selection procedure.

Interested parties may exercise their rights as described in the abovementioned Legislative Decree, among them the right to access his/her personal data, as well as some complementary rights, such as the right to correct, update, complete or cancel erroneous or incomplete data or data not collected in accordance with the law.

#### **Art. 12 – Head of the comparative evaluation procedure**

The Head of the comparative evaluation procedure for this call is the Registrar of the University of Gastronomic Sciences - e-mail [concorsi.pollenzo@unisg.it](mailto:concorsi.pollenzo@unisg.it) – tel. 0172/458534 – fax 0172/458550.

#### **Art. 13 – Publication of the call**

This call is posted on the University of Gastronomic Sciences website – [www.unisg.it](http://www.unisg.it), and the website of the Ministry of Education, Universities and Research – [www.miur.it](http://www.miur.it). The announcement of the call is published in the Official Gazette – Contest section.

#### **Art. 14 – Applicable norms**

All matters not specifically addressed in this call will be governed by the applicable norms concerning public contests, insofar as they are compatible.

Upon publication in the Official Gazette, the text of the call will be posted on the University of Gastronomic Sciences’ website, at the following address: [www.unisg.it](http://www.unisg.it), in the section entitled “Comparative evaluation procedures”.

Pollenzo, 05/08/2014

The Dean  
Prof. Piercarlo Grimaldi