



UNIVERSITY OF GASTRONOMIC SCIENCES

**REGULATIONS GOVERNING THE
SELECTION PROCESS FOR
PROFESSORS OF LEVELS I AND II**
(as per art. 18, par.1 and art. 24, par. 5 and 6, of Law 240/2010)

Regulations governing the selection process for professors of levels I and II

Art. 1 – Range of application

1.1 – These Regulations, adopted pursuant to art. 18, par. 1, and art. 24, paragraphs 5 and 6, of Law n. 240 of 30 December 2010, apply to the recruitment procedures for professors of level I and level II for faculty positions at the University of Gastronomic Sciences.

Art. 2 – Request to activate the selection procedure

2.1 – The Faculty Committee proposes that the Board of Directors activate the selection procedure for the hiring of professors of levels I and II, utilizing one of the procedures below to fill the position:

- a. Call for a selection procedure as per art. 18, par. 1, of Law 240/2010.
- b. Direct call via evaluation procedure utilizing the modalities indicated in art. 24, paragraphs 5 and 6, of Law 240/2010.

2.2 – The request to activate the procedure referred to above is submitted to the Board of Directors, which makes its decisions based on the triennial program schedule. If the request is approved, the Board of Directors empowers the Dean to announce the provisions for the carrying out of the selection procedure indicated at letter a) of art. 2.1 of the above cited law, or of the evaluation procedure specified in letter b) of the same art. 2.1.

TITLE I HIRING VIA SELECTION PROCEDURE ART. 18, PAR. 1, LAW N. 240/2010

Art. 3 – Announcement of activation of selection procedure

3.1 – The selection procedure for professors of level I and II is conducted, in accordance with the principles indicated in the European Researchers' Charter, as per Recommendation n. 251 of the European Commission of March 11, 2005, through public procedures that ensure the comparative evaluation of the candidates and the transparency of the process records.

3.2 – The call announcing the selection procedure is issued by the Dean – in accordance with the provision of the Board of Directors, as per art. 2.2 above – and is published in the University Register and posted on the official websites of the University, the Ministry of Education, Universities and Research and the European Union.

3.3 – The call for the selection procedure for professors of level I and II must indicate:

- a. the sector called for, exclusively by indicating one or more scientific disciplines or sectors and an eventual profile;
- b. the modalities and terms for the submission of applications, the academic titles and scientific publications, with instructions for electronic transmission, as well as the maximum number of publications that a candidate may submit, and in any case not less than 12;
- c. eventual language proficiencies required;
- d. detailed information concerning the specific functions, rights and duties attached to the position being offered;
- e. compensation and social security package.

3.4 – The deadline for submission of applications cannot be set at less than 30 days following the day after the publication of the announcement in the Official Gazette.

3.5. – Each candidate's application, together with a scientific-professional curriculum vitae and any eventual publications, certificates and any other title that may be relevant to the selection, on plain

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paper and signed without authentication and including a photocopy of a valid ID card or equivalent document, must be either delivered by hand or sent by registered mail with return receipt to the address indicated in the call, before the deadline indicated for submission. The date shown on the postal stamp of the application submitted shall serve as the official reference.

Art. 4 – Requisites for eligibility

4.1 – According to these Regulations, the following are eligible to submit their candidacy for inclusion in the selection procedure for professors of level I and II:

- a. those who hold the national accreditation indicated in art. 16 of Law n. 240 of December 30 2010, 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;
- b. professors, of level I and II, respectively, already under contract at the time that Law n. 240 of December 30 2010 became effective in the scientific discipline/sector or sectors indicated in the call;
- c. academics regularly employed abroad in university level teaching and/or research positions of equal status to those indicated in the call announcement, according to the table of correspondence defined by the Ministry, after having been advised by the CUN, which is updated every three years;
- d. faculty members who have received accreditation pursuant to the provisions of Law n. 210 of July 3 1998, limited to the period of duration of the same law, in one of the scientific disciplines/sectors indicated in the call announcement.

4.2 – The following are enjoined from participating in the selection procedure for professors of level I and II: spouses or relatives to the fourth degree (included) of a professor on the University faculty, the Dean, the Registrar or a member of the Board of Directors.

Art. 5 – Selection Committee

5.1 – For each hiring procedure, the Dean appoints an Selection Committee composed of three members:

- a. the Dean, or his representative, who acts as Chairman,
- b. two members chosen from among level I professors in the case that the position in question is that of a level I professor, and two members, of whom at least one is a level I professor, in the case that the position in question is for a level II professor. In both cases, at least one of the two members of the Selection Committee must come from the scientific discipline/sector indicated in the call, or the sector for which the candidate holds national accreditation. In the case that there is no professor on the University faculty who holds the necessary accreditation in the scientific discipline/sector that is the object of the selection procedure, a suitably accredited professor at the appropriate level from the faculty of another University, Italian or European, will be appointed to the Selection Committee. In the case that the selection procedure involves a level I position, the other member must also be a level I professor, on the faculty of the University or of another university, chosen on the basis of his/her scientific and academic curriculum. In the case that the selection procedure involves a level II position, the other member must be either a level I professor or a level II professor, on the faculty of the University or of another university, chosen on the basis of his/her scientific and academic curriculum.

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5.2 – The Dean appoints the Selection Committee by Decree, and the same is adequately publicized through registration in the University Register and posting on the website of the University of Gastronomic Sciences.

5.3 – During the performance of its assigned task, the Selection Committee may consider evaluations received from foreign scholars and academics of recognized scientific standing.

5.4 – The Selection Committee defines the selection criteria, which are adequately publicized via posting on the University's website.

Art. 6 – Selection of candidates

6.1 – The selection procedure, to which are admitted candidates who fulfill the requirements indicated in art. 4.1 above, must include the following steps:

- a. a evaluation of the scientific publications and curriculum, as well as of the teaching activities, with the objective of ascertaining the candidate's scientific and didactic qualifications;
- b. a review of the certificates/diplomas attesting to the required linguistic proficiencies, or language tests if said proficiencies are not documented;
- c. compilation of a ranking based on the Committee's evaluations resulting from step a) above;
- d. posting of the final rankings on the University website.

In deciding on the conditions of the selection procedure, the University may require candidates to undergo a test, which will be administered either in Italian or in the foreign language indicated in the call in question, at the discretion of the Committee.

6.2 – The Selection Committee produces a report on every meeting, signed by all its members and including all relevant attachments.

6.3 – At the close of the selection procedure, the Committee draws up a joint report of the process.

Art. 7 – Approval of records and hiring proposal

7.1 – The records of the selection procedure consist of the minutes produced by the Selection Committee and the final summary report.

7.2 – Within thirty days of their consignment, the Dean approves the minutes and the final report by decree. In the case in which the Dean discovers irregularities or formal errors, the records are sent back to the Selection Committee together with a deadline for their rectification.

7.3 – The minutes of the selection procedure are posted on the University's website and are available to the public.

7.4 – Following the approval of the records, the Faculty Council submits to the Board of Directors a proposal to hire the level I and II professors who rank first in the rankings indicated in art. 6.1 above. Given that there must be a legal quorum in the meeting of the Faculty Council, the following majorities are required:

- a vote in favor by an absolute majority of the level I professors present for proposals involving the hiring of level I professors;
- a vote in favor by an absolute majority of the level I and level II professors present for proposals involving the hiring of level II professors.

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7.5 – The Board of Directors rules on the appointment and hiring of the level I or II professor for the position that was the object of the call by the Faculty Council.

Art. 8 – Appointment

8.1 – The Dean makes the appointment by decree, and it goes into effect on the subsequent November 1, or prior to that date in the case of didactic activities that must be carried out in the remaining portion of the academic year. In the case in which the person appointed is under contract at another university, his/her carrying out of assigned tasks prior to the subsequent November 1 is subject to the approval of the university of provenance.

8.2 – The decree indicated in art. 8.1 above is promptly communicated to the Ministry of Education, Universities and Research for the relevant controls.

TITLE II DIRECT CALL FOR PROFESSORS OF LEVELS I AND II (ART. 24, PARAGRAPHS 5 AND 6, LAW N. 240/2010)

Art. 9 – Direct call for the hiring of professors of Level II and Researchers on fixed time contracts, as per art. 24, paragraph 3, letter b) of Law 240/2010, in service at the University, as per art. 24, paragraph 5, of Law 240/2010.

9.1 - Based on the resources available to fill the necessary positions, as per art. 24, par. 5, of Law 240/2010, the Faculty Council, through a resolution adopted by an absolute majority of professors of Levels I and II, may propose to the Board of Directors that a call procedure be started for positions of associate professor and researchers on fixed time contracts – in service at the University as per art. 24, par. 3, letter b) of Law 240/2010, who possess the scientific qualifications indicated in art. 16 of Law 240/2010 – indicating the name of the candidate(s) to be evaluated.

9.2 - In the case that the Board of Directors approves the issuance of a call procedure, in order to evaluate candidates the Dean appoints an Evaluation Committee, composed as specified in art. 5 of these regulations.

9.3 – The evaluation must be carried out during the third year of the contract of a researcher on a temporary contract, as per art. 24, par. 3, letter b) of Law 240/2010. The evaluation process is carried out in accordance with internationally recognized qualitative standards, indicated in the following articles 11, 12 and 13, in compliance with the dispositions of Ministerial Decree n. 344 of 4 August, 2011.

9.4 – Upon completion of the procedure, the Evaluation Committee formulates a comprehensive judgment of the candidate (s), which it transmits to the Faculty Council.

9.5 - Taking into consideration the judgment of the Evaluation Committee and the University's teaching needs, as well as the profile and functions indicated in the call, the Faculty Council deliberates, by absolute majority vote of professors of Levels I and II, on the nomination proposal to submit to the Board of Directors, which deliberates the call.

9.6 – Following the Board of Directors' decision to issue a call, the Dean emits a Decree for the call of professors of Level II.

9.7 – The selection procedure is posted on the University website.

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Art. 10 – Direct call for the hiring of professors of Levels I and II and Researchers on permanent contracts in service at the University, as per art. 24, paragraph 6, of Law 240/2010.

10.1 – Based on the resources available to fill the necessary positions, as per art. 24, par. 6, of Law 240/2010, the Faculty Council, through a resolution adopted by an absolute majority of professors of Level I for the hiring of professors of Level I and of professors of Levels I and II for the hiring of professors of Level II, may propose to the Board of Directors that a call procedure be started for positions of associate professor and researchers on permanent contracts – in service at the University, who possess the scientific qualifications indicated in art. 16 of Law 240/2010 or, as per art. 29, par. 8, of Law 240/2010, the necessary qualification as per Law 210/1998 limited to the duration of the same – indicating the name of the candidate(s) to be evaluated.

10.2 – In the case that the Board of Directors approves the issuance of a call procedure, in order to evaluate candidates the Dean appoints an Evaluation Committee, composed as specified in art. 5 of these regulations.

10.3 – The evaluation process is carried out in accordance with internationally recognized qualitative standards, indicated in the following articles 11, 12 and 13, in compliance with the dispositions of Ministerial Decree n. 344 of 4 August, 2011.

10.4 – At the conclusion of the evaluation process, the Examination Committee formulates an overall judgment of the candidate (s), which it transmits to the Faculty Council.

10.5 – Taking into consideration the judgment of the Evaluation Committee and the University's teaching needs, as well as the profile and functions indicated in the call, the Faculty Council deliberates, by absolute majority vote of professors of Level I for the hiring of professors of Level I and by majority vote of professors of Levels I and II for the hiring of professors of Level II, on the nomination proposal to submit to the Board of Directors, which deliberates the call.

10.6 – Following the Board of Directors' decision to issue a call, the Dean emits a Decree for the call of professors of Level I or Level II.

10.7 – In accordance with the provisions of art. 24, par. 6, of Law 240/2010, until 31 December 2017 the University may utilize the call modality indicated in the above articles, utilizing up to 50% of the resources equivalent to those necessary to fill the available full-time faculty positions. After 1 January 2018, the University shall be entitled to utilize the corresponding resources for up to half the positions available for calls.

TITLE III QUALITATIVE STANDARDS FOR THE CARRYING OUT OF THE PROCEDURES INDICATED IN ART. 18, PAR. 1, AND ART. 24, PARAGRAPHS 5 AND 6, OF LAW 240/2010

Art. 11 – Modalities for defining evaluation standards

11.1 – The University establishes the standards of evaluation to apply in relation to the entire body of activities engaged in by the candidates, with particular reference to research, teaching, extra-classroom

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teaching and student services, in accordance with the provisions of Ministerial Decree n. 344 of 4 August, 2011 and of this article.

11.2 – Insofar as the procedures indicated in art. 24 par. 5, in addition to the activities specified in the contract as per art. 24 par. 3, any other eventual activities engaged in by the candidates during the relationship must be evaluated, based on which, as per art. 24, par. 1, or art. 29, par. 5, of Law 240/2010, the same candidates had access to the contract.

11.3 – Insofar as the procedures indicated in art. 18 and 24, par. 6, of Law 240/2010, the University also defines the evaluation criteria in relation to the institutional and organizational activities to be carried out in service to the University.

Art. 12 – Evaluation of teaching activities

12.1 – For the purposes of evaluating teaching activities, the volume and continuity of the activities are taken into consideration, with particular attention to the classes and sections for which the candidates had full responsibility.

12.2 – For the purposes of evaluating the extra-classroom teaching activities and services to students, activities such as the writing of a thesis for a degree, seminars, practical field work and acting as a mentor for students may be taken into consideration.

12.3 – Exclusively for procedures indicated in art. 24, paragraphs 5 and 6, of Law 240/2010, the results of student ratings of the classes or sections taught by the candidate may also be taken into consideration, utilizing the instruments established for this purpose by the University.

Art. 13 – Evaluation of research activities and scientific publications

13.1 – For the purposes of evaluating the candidates' scientific research activities, the qualitative standards take the following aspects into account:

- a. organization, direction and coordination of national and international research centers or teams or participation in the same, and other research activities such as the direction of or participation in journal review boards;
- b. the holding of patents in the pertinent sectors;
- c. having received national or international prizes or honors for research activities.

In addition, the committee may also take into consideration the candidates' participation as speaker in conferences or congresses of international interest.

13.2 – For the purposes of evaluating the candidates' publications, the committee shall consider publications or papers accepted for publication, in accordance with the laws in force, as well as texts in collections and articles published in magazines, whether in hard copy or digital form. Except for the procedures indicated in art. 18 par. 1, for which there remains the possibility specified in art. 3.3, letter b) of these regulations, limiting the maximum number of publications that can be submitted for evaluation, the detailed evaluation takes into consideration the quality of the candidate's overall scientific production, its intensity and temporal continuity, except for periods, adequately documented, of suspension of the work relationship and/or leaves or furloughs pursuant to the laws in force and for reasons other than study purposes.

13.3 – The evaluation of scientific publications referred to in article 13.2 above also takes into consideration the criteria specified below:

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- a. originality, innovation, methodological rigor and importance of each publication;
- b. pertinence of the publications to the scientific sector for which the call is issued or with related interdisciplinary topics;
- c. scientific standing of the journals and/or volumes in which each publication appears and its distribution within the scientific community;
- d. analytical evaluation, also based on criteria recognized by the international scientific community of reference, of the individual contribution made by the researcher, in the case of the same's participation in collaborative studies;
- e. in sectors in which their use is consistent with international practices, the Committee may also utilize one or more of the following indicators, referred to the date in which the evaluation process begins:
 - total number of citations;
 - average number of citations per publication;
 - total "impact factor";
 - average "impact factor" per publication;
 - combinations of the above parameters enhancing the impact of the candidate's scientific production (Hirsch index or similar measures).

Art. 14 – Temporary and final dispositions

14.1 – These Regulations have been adequately publicized through their posting on the website of the University of Gastronomic Sciences.