



University of Gastronomic Sciences
Università degli Studi
di Scienze Gastronomiche

**REGULATIONS GOVERNING THE
SELECTION PROCESS FOR
PROFESSORS OF LEVELS I AND II
(Full professors and Associate professors)**

*(Pursuant to Article 18, paragraph 1,
e article 24, paragraphs 5 and 6 of Law 240/2010)*

*(Proposed by the Academic Council of 7/06/2023,
approved by the Executive Committee of 8/06/2023)*

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

Article 1 – Field of application

1.1 –These Regulations adopted pursuant to article 18, paragraph 1, and article 24, paragraphs 5 and 6 of Law no. 240 of 30 December 2010, regulate the recruitment procedures of professors of level I and level II at the University of Gastronomic Sciences.

Article 2 – Request to activate the selection procedure.

2.1 –The Academic Council proposes that the Executive Committee activates 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 Article 18, paragraph 1, of Law 240/2010.
- b. Direct call via evaluation procedure utilizing the modalities indicated in article 24, paragraphs 5 and 6, of Law 240/2010.

2.2 – The request to activate the procedure referred to in this article is submitted for the approval of the Executive Committee. In the event of approval, the Executive Committee gives a mandate to the Rector to issue the provisions for carrying out the selection procedure, as per letter a) of the above article 2.1, or the evaluation procedure, referred to in letter b) of the above article 2.1.

TITLE I HIRING VIA SELECTION PROCEDURE ARTICLE 18, PARAGRAPH 1, LAW N. 240/2010

Article 3 – Announcement of activation of the selection procedure

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

3.2 – The call announcing the selection procedure is issued by the Rector – in accordance with the resolutions of the Academic Council and the Executive Committee as per the above article 2.2– and is published on the official websites of the University, the Ministry of Universities and Research and the European Union and in the official Gazette.

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

- a. the competition sector and profile specified by indicating one or more scientific-disciplinary sectors. The competition sectors, grouped into macro-sectors, are determined as shown in attachment "A" to the Ministerial Decree 30/10/2015, no. 855;
- b. the modalities and terms for the submission of applications, the academic titles and scientific publications, with instructions for the electronic transmission, as well as the maximum number of publications that a candidate may submit, and in any case not less than 12;

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

- c. any linguistic skills required by the call, also concerning the academic needs of a study program in a foreign language;
- d. detailed information concerning the specific functions, rights, and duties attached to the position being offered;
- e. remuneration and social security package.

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

3.5. –Each application, accompanied by a scientific-professional curriculum, any publications, certificates, and any other title that may be useful for the selection, drawn up on plain paper and signed with an unauthenticated handwritten signature, accompanied by a signed photocopy of a valid identity document, can be delivered by hand, sent by registered letter with return acknowledgment or by courier to the address indicated in the announcement or sent by PEC (Certified Electronic Mail) to the certified email address of the University, within the deadline and according to the methods indicated in the announcement.

Article 4 - Subjects admitted to the selection procedure.

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. scholars who hold the national scientific qualification indicated in article 16 of Law no. 240 of December 30, 2010, for the intended competition sector and for the functions specified in the selection procedure, or for functions superior to those, provided they are not already the holders of the same higher 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 competition sector indicated in the call;
- c. scholars permanently engaged abroad in university-level research and teaching activities in positions of the same level as those required by the call, based on the correspondence tables defined by the Decree of the Minister of Education, University and Research of 2 May 2011, no. 236, published in the Official Journal no. 220 of 21 September 2011;
- d. faculty members who have obtained the qualification, pursuant to the Law of 3 July 1998, n. 210, limited to the duration of the same, in the competition sector indicated in the announcement.

4.2 – Those candidates who have a degree of consanguinity or affinity up to and including the fourth degree, to the University professors or the Rector, the Director General, or the member of the Board of Directors or who have a marital relationship with any of these above-mentioned members will not be allowed to participate the selection procedure for professors of level I and II.

Article 5 – Selection Committee

5.1 –For each call procedure, the Rector, with his decree, appoints a Selection Committee made up of three members, of which no more than one is a tenured professor at the University of Gastronomic

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

Sciences if pertaining to the same competition sector to which the call refers. The appointment of the Selection Committee is in accordance with the following criteria:

- pursuant to article 18 of Law 240/2010, the Committee for the selection of Level I professor (full professor) is made up of full professors who belong to the corresponding competition sector covered by the call and are qualified for participation in the committee for the National Scientific Qualification at the time of the issuing of the Call. Pursuant to articles 47 and 38, paragraph 3, of the Presidential Decree 28/12/2000, n. 445, these committee members must submit their self-declaration to the Rector before the issuing of the Rectoral Decree appointing the Committee;
- pursuant to article 18 of Law 240/2010, the Committee for the selection of Level II professor (associate professor) is made up of full professors and not more than one associate professor at the University who belong to the corresponding competition sector covered by the call and are qualified for participation in the committee for the National Scientific Qualification at the time of the issuing of the Call. Pursuant to articles 47 and 38, paragraph 3, of the Presidential Decree 28/12/2000, n. 445, these committee members must submit their substitutive declaration to the Rector before the issuing of the Rectoral Decree appointing the Committee;
- The University guarantees the presence of the less represented gender in the Committee.

5.2 –Adequate publicity is given to the appointment of the Selection Committee through the publication of the relative Rectoral Decree on the website of the University of Gastronomic Sciences.

5.3 –In carrying out its selection activity, the Selection Committee may consider receiving evaluations from foreign academics, professors, and scholars with proven and recognized scientific and academic qualifications.

5.4 – In accordance with Article 6, the Selection Committee defines the selection criteria which are given adequate publicity through publication on the University website.

5.5. – The Committee can make use of telematic tools for collegial work.

5.6 – The Committee appoints a president and a secretary who takes the minutes.

5.7 – The Committee carries out its work in the presence of all the members and passes its resolutions by an absolute majority of the members.

Article 6 – Selection of Candidates

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

- a. evaluation of research activity and scientific publications, evaluation of academic activity, and third mission activity, aimed at ascertaining the candidate's scientific qualification;
- b. examination of the qualifications certifying the necessary linguistic skills or language tests, if the linguistic skills are not certified;

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

- c. compilation of a ranking based on the Committee's evaluations in the first phase of this article 6 (letter a);
- d. publication of the ranking on the University website.

6.2 - The elements subject to evaluation by the Committee and the minimum and maximum scores that can be awarded, which will contribute to the formation of the final score expressed in hundredths, are as follows:

- Selection of level I professors
 - a. publications and research activities: from a minimum of 50 to a maximum of 60;
 - b. teaching, supplementary teaching, and service to students: from a minimum of 30 to a maximum of 50;
 - c. third mission and academic service: from a minimum of 10 to a maximum of 20.
- Selection of level II professors
 - a. publications and research activities: from a minimum of 50 to a maximum of 65;
 - b. teaching, supplementary teaching, and service to students: from a minimum of 30 to a maximum of 40;
 - c. third mission and academic service: from a minimum of 10 to a maximum of 20.

During the process of the announcement, the University holds the right to conduct an academic test for the candidates which must be held at the discretion of the Committee in Italian or in the foreign language required by the announcement itself. Passing such a test in the language does not contribute to the formation of the score but constitutes a necessary condition for any call.

6.3 – For each meeting of the Committee, a special report must be drawn up, signed by all the members, with the relevant attachments.

Article 7 –Approval of records and hiring proposal

7.1 – The records of the procedure consist of the minutes drawn up by the Selection Committee.

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

7.3 –The documents of the procedure are made public electronically, on the University website.

7.4 –Following the approval of the records, the Academic Council submits to the Executive Committee a proposal to hire level I and II professors according to the rankings indicated in art. 6.1, letter d) above. Given that there must be a legal quorum in the meeting of the Faculty Council, the following majorities are required:

- vote in favor of the absolute majority of full professors present for the proposals involving the hiring of level I professors, if the number of full professors is equal to or greater than three. Vote in favor of at least one full professor if the total number of them is equal to or less than two;

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

- vote in favor of the absolute majority of full professors and associate professors present for the proposals involving the hiring of level II professors if the number of full professors and associate professors is equal to or greater than three. Vote in favor of at least one full professor if the total number of full and associate professors is equal to or less than two;

7.5 –The Executive Committee decides on the appointment and hiring of the level I or II professors for the position that was the object of the call by the Academic Council.

Article 8 – Appointment

8.1 - The appointment is made by the Rector with his Decree. 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 1st is subject to the approval of the university of provenance.

8.2 –The decree pursuant to article 8.1 is promptly communicated to the Ministry of University and Research for the purpose of monitoring and ensuring compliance.

TITLE II

EVALUATION PROCEDURE OF FIXED-TERM RESEARCHERS EX 24, PARAGRAPH 3, LETTER B, LAW 240/2010 AIMED AT THEIR PLACEMENT AS ASSOCIATE PROFESSORS (LEVEL II)

Article 9 – Evaluation procedure of fixed-term researchers ex 24, paragraph 3, letter b, law 240/2010 aimed at their placement as associate professors (level II)

9.1 - Based on the resources available for planning staff requirements, pursuant to article 24, paragraph 5, of Law 240/2010, the Academic Council, with a resolution adopted by an absolute majority of the professors of Level I and Level II may propose to the Executive Committee that an evaluation procedure be started for the placement of fixed-term researchers as associate professors who are already in service at the University pursuant to article 24, paragraph 3, letter b) of Law 240/2010. The researchers must have obtained the scientific qualification as required by Article 16 of Law 240/2010. The Academic Council indicates the name of the candidate/candidates to be evaluated in the proposal.

9.2 - In the event of a favorable opinion from the Executive Committee at the start of the calling procedure, in order to evaluate the candidate/candidates, the Rector appoints a Selection Committee made up of three members:

- a. a tenured professor at the University.
- b. a full professor belonging to the competition sector for which the evaluation procedure of the call has been issued.
- c. a full professor or an associate professor belonging to the competition sector for which the evaluation procedure of the call has been issued.

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

9.3 – For contracts stipulated pursuant to article 24, paragraph 3, letter b) of Law 240/2010, the evaluation usually takes place during the third year of the contract. Within the limits of the resources available for planning and hiring, the University has the right to prepone the procedure referred to in this Title at the expiry of the first year. The rescheduling is requested by the Academic Council, based on justified academic, scientific, or organizational needs with a resolution to be taken at the time of planning staff requirements and in line with the resources assigned, considering the needs of the various disciplinary sectors. In such cases, the evaluation must also include an academic test within the disciplinary sector to which they belong.

9.4 – The evaluation is carried out in compliance with internationally recognized quality standards, defined in Title V of these Regulations.

9.5 - At the end of the evaluation, the Selection Committee formulates an overall judgment of the candidate/candidates which it then transmits to the Academic Council.

9.6 - Considering the judgment of the Selection Committee as well as the academic requirements, profile, and functions indicated in the call, the Academic Council, with the favorable vote of the absolute majority of level I and II professors, decides on the selection proposal to be submitted to the Executive Committee, which decides on the matter.

9.7 - Following the Executive Committee's decision to issue a call, the Rector emits a Decree for the call of associate professors.

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

TITLE III

EVALUATION PROCEDURE OF FIXED-TERM RESEARCHERS, EX ART. 24, PARAGRAPH 3, LAW 240/2010, AMENDED BY LAW 79/2022, AIMED AT THEIR PLACEMENT AS ASSOCIATE PROFESSORS

Article 10 - Evaluation procedure for fixed-term researchers aimed at their placement as associate professors.

10.1 - Based on the resources available for planning staff requirements and pursuant to article 24, paragraph 5, of Law 240/2010, amended by Law 79/2022, the Academic Council, with a resolution adopted by an absolute majority of the professors of Level I and Level II, may propose to the Executive Committee that an evaluation procedure be started for the placement of fixed-term researchers as associate professors who are already in service at the University pursuant to article 24, paragraph 3, letter b) of Law 240/2010, amended by the Law 79/2022. Researchers must have obtained the scientific qualification as required by Article 16 of Law 240/2010. The Academic Council indicates the name of the candidate/candidates to be evaluated in the proposal.

10.2 - In the event of a favorable opinion from the Executive Committee at the beginning of the calling procedure, in order to evaluate the candidate/candidates, the Rector appoints a Selection Committee made up of three members:

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

- a. a tenured professor at the University.
- b. a full professor belonging to the competition sector for which the evaluation procedure of the call has been issued.
- c. a full professor or an associate professor belonging to the competition sector for which the evaluation procedure of the call has been issued.

10.3 - For contracts stipulated pursuant to Article 24, paragraph 3, of Law 240/2010, amended by Law 79/2022, the evaluation takes place starting from the conclusion of the third year and for each of the subsequent years of ownership of the contract.

10.4 –The evaluation is carried out in accordance with the internationally recognized quality standards identified in Title V below, in accordance with the provisions of Ministerial Decree August 4, 2011, no. 344.

10.5 - The evaluation referred to in this Title III foresees an academic test related to the corresponding competition sector of the call.

10.6 - At the end of the evaluation, the Selection Committee formulates an overall judgment of the candidate/candidates which it then transmits to the Academic Council.

10.7 - Considering the judgment of the Selection Committee as well as the academic requirements, profile, and functions indicated in the call, the Academic Council, with the favorable vote of the absolute majority of Level I and Level II professors, decides on the selection proposal of the winner of the evaluation procedure to be submitted to the Executive Committee, which decides on the matter.

10.8 -. Following the Executive Committee's decision to issue a call, the Rector emits a Decree for the call of associate professors.

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

TITLE IV

COMPARATIVE EVALUATION PROCEDURE OF EXISTING ASSOCIATE PROFESSORS AND PERMANENT RESEARCHERS OF THE UNIVERSITY FOR THE PLACEMENT OF FULL AND ASSOCIATE PROFESSORS, IN ACCORDANCE WITH THE ARTICLE. 24, PARAGRAPH 6, OF LAW 240/2010

Article 11 –Comparative evaluation procedure of existing associate professors and permanent researchers of the university for the placement of full and associate professors, in accordance with the article. 24, paragraph 6, of law 240/2010

11.1 –Based on the resources available for planning staff requirements and pursuant to article 24, paragraph 6, of Law 240/2010, as amended by Law 14/2023 converting Legislative Decree

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

29/12/2022, no. 198, until 31/12/2025 the Academic Council, with a resolution adopted by an absolute majority of the professors of Level I may propose to the Executive Committee that an evaluation procedure of existing associate professors and permanent researchers of the university be started for the placement of full and associate professors. Existing Associate professors and permanent researchers of the University must have obtained the scientific qualification as required by article 16 of Law 240/2010 for the corresponding competition sector of the call or pursuant to article 29, paragraph 8, of Law 240/2010, and pursuant to Law 210/1998 limited to the period of duration of the same for the corresponding competition sector of the call.

11.2 –In the event of a favorable opinion from the Executive Committee at the beginning of the comparative evaluation procedure, in order to evaluate the candidate/candidates, the Rector appoints with his decree a Selection Committee which is made up of three members, of which no more than one is a tenured professor at the University of Gastronomic Sciences if pertaining to the same competition sector to which the call refers. The appointment of the Selection Committee is in accordance with the following criteria.

- pursuant to Article 24, paragraph 6, of Law 240/2010, the Selection Committee for the selection of Full Professors is made up of full professors at the university who belong to the corresponding competition sector covered by the procedure and are qualified for participation in the Committee for the National Scientific Qualification at the time of the issuing of the call. Pursuant to articles 47 and 38, paragraph 3, of the Presidential Decree 28/45/2000, no. 445, the members submit a substitutive declaration to the Rector before the issuing of the Rectoral Decree appointing the Committee.
- pursuant to Article 24, paragraph 6, of Law 240/2010, the Selection Committee for the selection of Associate Professor is made up of full professors and not more than one associate professor at the university who belong to the corresponding competition sector covered by the procedure and are qualified for participation in the Committee for the National Scientific Qualification at the time of the issuing of the call. Pursuant to articles 47 and 38, paragraph 3, of the Presidential Decree 28/45/2000, no. 445, the members submit a substitutive declaration to the Rector before the issuing of the Rectoral Decree appointing the Committee.

The University guarantees the presence of the less represented gender in the Committee.

11.3 - The evaluation is carried out in accordance with the internationally recognized quality standards identified in Title V below, in accordance with the provisions of Ministerial Decree August 4, 2011, no. 344.

11.4 - At the end of the evaluation, the Selection Committee formulates an overall judgment of the candidate/candidates which it then transmits to the Academic Council.

11.5 - Considering the judgment of the Selection Committee as well as the academic requirements, requirements of the research and third mission, profile, and functions indicated in the call, the Academic Council, with the favorable vote of the absolute majority of full professors for the placement of full professors, and with the favorable vote of the absolute majority of full professors and associate

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

professors for the placement of associate professor, decides on the selection proposal and submits the proposal to the Executive Committee, which takes the decision on the matter.

11.6 – A seguito della delibera di chiamata del Comitato Esecutivo, il Rettore dispone con proprio Decreto la chiamata del professore di prima fascia o di seconda fascia. Following the Executive Committee's decision to issue a call, the Rector emits a Decree for the call of full professors and associate professors.

TITLE V

QUALITY STANDARDS FOR CARRYING OUT THE PROCEDURES REFERRED TO IN ARTICLE 18, PARAGRAPH 1, AND ARTICLE 24, PARAGRAPHS 5 AND 6, OF LAW 240/2010.

Article 12 –Methods of defining evaluation standards

12.1 –The University defines the evaluation standards in relation to all the activities carried out by the candidates with particular reference to the activities:

- of research
- of teaching, supplementary teaching, and student services;
- of third mission and academic service;

in compliance with the provisions of Ministerial Decree August 4, 2011, no. 344 and this article.

12.2 - Pursuant to article 24, paragraph 5, of Law 240/2010 which regulates the evaluation procedures, in addition to the activities covered by the contract pursuant to article 24, paragraph 3, any additional activities that the candidates have carried out during the relationships must be evaluated based on which the candidates themselves had access to the contract pursuant to article 24, paragraph 1, or of article 29, paragraph 5, of the law n. 240/2010

12.3 - For the selective procedures pursuant to article 18 of Law 240/2010, the University also defines the evaluation standards in relation to the institutional, organizational, and service activities of the University.

Article 13 –Evaluation of academic activity

13.1 – For the purposes of evaluating the academic activity, the volume and continuity of the activities are considered with particular reference to the teaching activities and commitments for which responsibility has been assumed by the candidate.

13.2 –For the purposes of evaluating the supplementary teaching and student service activities, the preparation of the degree theses, seminars, exercises, and student mentoring can be considered.

13.3 –Pursuant to article 24, paragraph 5, of law 240/2010, exclusively for the purpose of the procedures, the results of the evaluation by the students of the curriculum or teachings can also be considered, using the tools provided by the University.

Article 14 –Evaluation of research activity and scientific publications

14.1 – For the purpose of evaluating scientific research activity, the quality standards take into consideration the following aspects:

- a. organization, management, and coordination of national and international research centers or groups or participation in them and other research activities such as the management or participation in editorial committees of journals;
- b. obtaining ownership of patents in the sectors in which it is relevant;
- c. achievement of national and international awards and recognitions for research activities.

Participation as a speaker at conventions and conferences of international interest may also be considered.

14.2 –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 Article 18, paragraph 1, for which there remains the possibility specified in Article 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 working relationship and/or leaves or furloughs pursuant to the laws in force and for reasons other than study purposes.

14.3 –The evaluation of scientific publications referred to in the paragraph above is carried out based on the criteria specified below:

- a. originality, innovation, methodological rigor, and importance of each publication;
- b. the pertinence of the publications to the scientific sector for which the call is issued or with related interdisciplinary topics;
- c. scientific relevance of the editorial classification of each publication and its dissemination 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 on which the evaluation process begins:
 - total number of citations;
 - the 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).

Article 15 –Quality Standards for the Evaluation of third mission and academic service activities

15.1 – The evaluation of the third mission activity and the academic service must take into account:

- activities for the economic enhancement of knowledge through the transformation of the knowledge into knowledge useful for production purposes through research, such as, for example, the management of intellectual property, training for enterprises, the creation of enterprises, third-party projects, and research-industry relationships, the management of intermediation and support structures, generally on a territorial scale;
- activities aimed at the social and cultural promotion of the territory and the field of reference, through the implementation of interventions that enhance the well-being of society in the educational (adult education, life-long learning, continuous training), cultural (events and cultural heritage, scientific dissemination, debates, and conferences), social fields (activities for the benefit of the community);
- activities carried out as delegate of the Rector for specific tasks;
- management and/or coordination of University activities and/or functions on behalf of the Rector and/or other governing bodies;
- any given commitments and responsibilities in the academic field.

Article 16 –Transitional and final dispositions

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

16.2 – This Regulation applies to the selection procedures and evaluation procedures referred to in the call issued with the Rector's Decree starting from 01/01/2023.