

REGULATIONS FOR THE SELECTION OF FIRST AND SECOND LEVEL PROFESSORS
AT SAPIENZA UNIVERSITY OF ROME

(Issued with D.R. n. 1820/2019 del 13.06.2019)

Section I – Definitions

Art. 1 – Definitions

1.1 These Regulations govern recruitment procedures for first and second level professors, as established by Articles 18 and 24 of Law N. 240 (30/12/2010) and subsequent amendments.

1.2 The following abbreviations will be used in these Regulations as per MIUR Decree N. 159 (12/06/2012) and subsequent amendments: SSD (Scientific-Disciplinary Sector), SC (Call Sector), MSC (Call Macro-sector). Other abbreviations include: RTI (Permanent Researchers), RTD (Fixed-term Researchers), ASN (National Scientific Qualification), MIUR (Ministry of Education, University and Research).

Section II – Call Selection and Assessment Procedures

Art. 2 – Application

2.1 This section regulates the selection (former Art. 18, Law N. 240/2010) and assessment procedures (former Art. 24, Paragraphs 5 -6, Law N. 240/2010) of first and second level professors.

Art. 3 – Starting a Procedure

3.1 The procedure may be opened based on the number of positions that have been effectively assigned.

3.2 Departments must establish, within 30 days of the selection (with the exclusion of the period from August 1 to September 15), to the extent applicable, the activation of recruitment procedures, based on the specific resources received. Departments are not permitted to activate call procedures without having previously communicated available funding. The Department must refer to the fund allocation resolution in the recruitment procedures and the call. In the case of procedures that include care services, the Faculty Board must provide an evaluation on the indivisibility of these functions, after having heard all involved parties. The resolutions passed by the Department Council and the Faculty Executive Committee (“Giunta”) must be transmitted to the Human Resources Area, as per Art. 12, Paragraph 1c of the University Statute.

3.3 The expenses for the selection of first and second level professors may be funded by public or private organisations external to the University, as established by the Regulations on the Funding of Faculty and Research Positions.

Art. 4 – Call Preparation

4.1 The Department must issue a resolution (approved with an absolute majority of first level professors for selection procedures for first level professors and first and second level professors for selection procedures for second level professors) including the measures necessary to issue a call. Said measures must address the type of activity that will be assigned to the call winner and describe all criteria and indicators for analysing candidates' scientific curriculum.

4.2 The Department proposal must include:

- a) Call SC or SSD;
- b) Activity to be conducted by professor, as well as didactic commitment, and place of work;

Maximum number of publications that may be selected from overall scientific production for the assessment, as per Annex B of DM N. 120 - 07/06/2016 (G.U. 05/07/2016 N. 155) and subsequent amendments.

- c) Indicators for the analysis of the scientific curriculum, including integrative quality standards and all further possible evaluation elements.

Moreover, the proposal may also include, if necessary, the ascertainment of language skills for relevant SSDs and the conduction of a lesson to verify didactic competences. The didactic test/lesson is mandatory for candidates apply for the position of Associate Professor with the exception of renowned professors, whom are appointed directly, second and first level professors at other universities, researchers working at Sapienza who have officially held courses for three of the last five years from the date of publication of the call and second level professors at Sapienza.

4.3 For medical area places, the proposal must also include the Facility (Hospital, Operative Unit) at which the care services will be conducted as per specific legislation and the Memorandum of Understanding between the University and the Lazio Region.

Art. 5 – Call Content and Announcement

5.1 The call for the selection first and second level professors must be issued with a decree by the Rector and published on the University website. The call will also be announced on the MIUR and EU websites, as well as on the "Gazzetta Ufficiale."

5.2 The call must include:

1. Information on the position advertised by the call; the Department assigning the research contract; the level for which the call is seeking candidates; number of available places for specified SC and/or specific SSDs; researcher tasks, including, if applicable, care services; application terms and conditions;
2. Individual participation and admission requisites:
 - a. Requisites for participation in the selection procedures, including scientific qualification;
 - b. Maximum number of publications (as per Annex B of DM N. 120 - 07/06/2016 and subsequent amendments) the candidate may select from their overall scientific production;
 - c. Reference time period for publications to be evaluated as per Annex C (bibliometric sector) and D (non-bibliometric sectors) of DM N. 120 - 07/06/2016 and subsequent amendments; in any case, even publications from the last 5 years (starting from January 1 of the fifth year prior to the call date). Failure to comply will exclude candidates from the selection procedure.
3. Selection criteria and procedures:

- a. Evaluation criteria must be coherent with those used by the international scientific community; selection procedures and all exams are established by D.M. N. 243 (25/05/2011) for the preliminary evaluation of candidates in procedures for the recruitment of Type B fixed-term researchers.
 - b. All exams
4. Description of didactic activity to be carried out by successful candidate;

5.3 Applications must be submitted as described in the call and by the call deadline:

a. For selection procedures regulated by Art. 18, Law N.240/2010 by midnight of the thirtieth day following the publication of the call on the “Gazzetta Ufficiale”;

b. For evaluation procedures as per Art. 24, Paragraphs 5-6, Law N. 240/2010 by midnight of the fifteenth day following the publication of the call on the University website.

5.4 For selection procedures in SCs classified as bibliometric for the ASN, candidates must self-certify the following indicators for their complete scientific production, specifying the reference databases, as indicated in the call (failure to comply will exclude candidates from the selection procedure):

- Total number of works in international databases valid for ASN;
- Hirsch Index;
- Total number of citations;
- Average number of citations per publication;
- Total and average impact factor per publications, calculated in relation to the year of publication.

5.5 For selection procedures in SCs classified as non-bibliometric for the ASN, candidates must self-certify the following indicators for their complete scientific production, as indicated in the call (failure to do so will exclude candidates from the selection procedure):

- Number of articles and contributions;
- Number of articles published in Class A journals;
- Number of books.

5.6 All product types that are considered valid for ASN, in relation to the SC, may be taken into consideration for the indicators.

Art. 6 – Participation Requisites

6.1 Eligible participants for the recruitment of first and second level professors, as per Art. 18, Paragraph 1, Law N. 240/2010, include:

1. Candidates who are eligible for an SSD in the call, as per Law N. 210/1998; eligibility is considered on the same level as ASN, limited to its regular duration;
2. Scholars in possession of the ASN for the Call SSD or one of the SCs included in the said macro-sector, and for the level, or higher level, if not already in possession of said level in the same MSC, SC or SSD;
3. Scholars working on university-level didactics or research activities abroad in positions equivalent to those described in the call, based on the relative tables (updated every three years and defined by the Ministry, following CUN approval).

6.2 Eligible participants for the recruitment of first and second level professor are respectively second level professors and permanent researchers at Sapienza University in possession of the ASN for the SC, or one of the SCs included in the said macro-sector, and for the level, or higher level, as long as they are in possession of the minimum call requisites.

6.3 Individuals who have any type of legislative incompatibility are not permitted to participate in the selection procedure.

Art. 7 – Exam Commission

7.1 The Exam Commissions are composed of three members from the specific call SSDs, SCs or MSCs, selected in majority from faculty not teaching at the University.

7.2 The Exam Commissions are composed as follows:

- 1) For selection procedures for first level professors: three first level professors;
- 2) For selection procedures for second level professors: two first level professors and one second level professor, with the exclusion of non-confirmed professors.

7.3 For evaluation procedures, all Exam Commission members are designated with a resolution by the interested Department Council and appointed within 30 days from the call deadline (with the exclusion of the period from August 1 to September 15); insofar as possible, the commission composition must respect the principle of gender fairness.

7.4 For selection procedures, Commission members are identified as follows: one member is designated with a resolution by the Department Council, while two members are drawn from two series of three names proposed by the Department; each series must, if possible, respect the principle of gender fairness. The Department must approve the resolution within 30 days from the call deadline (with the exclusion of the period from August 1 to September 15).

7.5 The Department resolution, approved by an absolute majority of first level professors for first level selections and first and second level professors for second level selections, must be communicated to the Human Resources Area that will conduct the public drawing of names with a commission composed of two managers from the Faculty Call Sector and a Rector's delegate acting as President.

7.6 Exam Commission members are selected amongst professors employed at an Italian or foreign university at the time of their appointment. For professors employed at foreign universities, SSDs, SCs and MSCs are identified based on their competences meeting the requirements of said SCs or MSCs.

Exam Commission members may be:

- a) First level professors possessing the requisites to participate as first level ASN Commissioners, as per Art. 16 of Law N. 240/2010.
- b) Second level professors possessing the requisites to participate as first level ASN Commissioners, as per Art. 16 of Law N. 240/2010.

Possession of these requisites, based on the date of call publication, is certified by the Department Council in the communication to the Administration.

7.7 The Exam Commission is nominated with a Decree by the Rector, which must be published as required by current legislation. Candidates have until midnight on the fifteenth day following the

publication of the call to present a recusal for the nomination of the commission members. After this time and after the commission begins work, recusals will no longer be accepted. Causes of incompatibility and changes in the juridical state of commissioners that arise following their nomination will not affect a member of the Exam Commission.

7.8 For selection procedures for first and second level professors, Exam Commission members may not participate in other Exam Commission at Sapienza University, for the same SSD and for the same type of selection procedure for a period of one year from the decree that appointed them to said commission.

7.9 All members of the Exam Commission must be present at meetings and all resolutions must be approved with a majority vote.

7.10 The Exam Commission may use IT tools to collaborate.

7.11 Members of the Exam Commission employed at Sapienza University will not receive any type of reimbursement and/or remuneration. External members may request reimbursement for their missions as established by their own universities.

7.12 The works of the selection procedure commission appointed as per Art. 18 of Law N. 240/2010 must end within 90 days from the publication of the appointment on the university website. The commission must conclude its works within 60 days of the initial meeting. The President may apply for a one-time extension (for a maximum of 30 days) from the Rector.

Commission works for evaluation procedures as per Art. 24, Paragraphs 5-6, Law N. 240/2010 must end within 60 days of the publication of the appointment on the university website. The President may apply for a one-time extension (for a maximum of 15 days) from the Rector.

If no acts are presented by the commission at the end of said time and no extension has been requested, the Rector will declare the commission null and appoint a new one.

Section III – Commission Works

Art. 8 – Selection and Evaluation Procedures for First and Second Level Professors (Former Art. 18 and Art. 24, Paragraphs 5-6, Law N. 240/2010)

8.1 The commission will prepare a report for all relevant offices including:

- Curricular profile of each candidates, including didactic activities
- Short collegial evaluation of profile
- Overall evaluation of research activity, including candidate self-certifications of bibliometric indicators based on call deadlines if this a consolidated international practice for the SC (i.e., Total Number of Citations, Average Number of Citations per Publication, Total Impact Factor, Average Impact Factor per Publication); combinations of said parameters and of value to the candidate's scientific production (Hirsch Index, etc.); didactic activities held as official course professor (with evaluation, if available);
- Collegial discussion of profile and scientific production;
- Comparative evaluation and results.

Elements in order of significance:

- University-level didactic activity relevant to didactic activity described in call;
- Scientific production in same area as Call SC-SSD, especially in terms of quality, international renown, and continuity over time period indicated in call;
- Other university activities, especially administrative, including participation in elected organs;
- Scientific results in previous activities in the clinical field, for SCs and SSDs that require such competences;
- Clinical activity for SCs and SSDs that require such competences.

Art. 9 – Approval of Call Proceedings

9.1 For selection and evaluation procedures for first and second level professors, the acts of the Exam Commission are approved with a decree by the Rector within 30 days of the final assessment of the candidates. The acts will be published on the University website.

9.2 If the Rector identifies any irregularities in the selection procedure, he/she may return the acts to the commission with an explanation and assign a new deadline by which to correct the problem. If the commission does not comply, the Rector may declare the acts null and disband the commission.

Section IV – Department Invitation

Art. 10 – Department Invitation and Approval

10.1 Following the results of the selection procedure, the Department formulates a proposal to invite selected candidates within 30 days of the approval of the acts (with the exclusion of the period from August 1 to September 15).

10.2 Before the meeting (described in Paragraph 1), selected candidates must hold a seminar on their research activity. The seminar will be publicly announced on the Department website, at least three days before it is scheduled.

10.3 The invitation proposal or rejection of the proposal by the Exam Commission must be ratified by an absolute majority of eligible voters and adequately motivated. It must then be transmitted to the Human Resources Area, if the Board of Administrators has attributed a budget for the procedure to the Department, or to the Faculty, if funding was received by the Faculty. In this case, the Faculty Executive Committee (“Giunta”) must pass a resolution based on the Faculty Regulations. If the Faculty decides differently from the Department, the Academic Senate will make the final decision (with a majority vote).

10.4 If the Department does not adopt a resolution within 30 days from the notification of the approval of the acts by the Exam Commission, the President has the power to call a meeting and the Executive Committee (“Giunta”) will be responsible for the resolution, while the Academic Senate may opt for postponement. In this case, for the three years after the approval of the acts, the Department will not be able to request new positions and/or calls for the same position and/or SC or SSD.

Section V – Direct Selection

Art. 11 – Procedure

11.1 Direct assignments and direct assignments to renowned personalities concern:

- a. Scholars working stably abroad, either in university-level teaching or research activities, for at least three years, who hold an equivalent academic position in foreign universities or research centres at the time of the call;
- b. Personalities who have already been authorised by MIUR as part of the programme to attract scholars back to Italy and have already conducted at least three years of research and teaching in Italian universities and achieved valuable scientific results for the position they are called to;
- c. Scholars who have won specific high-level research programme and have been identified by MIUR.

11.2 Departments and Faculties may respectively propose to the Board of Administrators and Academic Senate (usually by the month of April, considering the deadlines set by MIUR), the activation of direct selection procedures, also thanks to co-funding provided by MIUR and/or through the Ordinary Financing Fund ("Fondo di Finanziamento Ordinario"). These calls do not include direct assignments to renowned personalities.

11.3 The proposal, which is approved by a majority vote, is communicated by the Department to the Faculty Executive Committee ("Giunta") for approval (including any care service). The proposal must contain all necessary elements for the Board of Administrators and the Academic Senate to make a decision. Elements include:

- Curriculum;
- Indication of role and SSD/SC for which the candidate is proposed;
- Assessment procedure, certified by the Department Council in the call, for ASN requisites and minimum ANVUR levels set for category;
- Type of call, as described in Art. 1, Paragraph 9 of Law N. 230/2005 and subsequent amendments.

11.4 In order to activate the selection call procedure, following a resolution by the Academic Senate based on a Faculty proposal, the Administration must publish a public call manifesting Sapienza's interest in a direct call for high-level professors, specifying the specific area (SC or SSD). The call must be published on the university website. All candidates must submit their exclusively applications via IT tools or platforms as described in the university call.

11.5 Following a positive assessment addressing scientific aspects by the Academic Senate and that of the Board of Administrators, in terms of resources and personnel, the Rector will seek the final approval of the Ministry of Education, University and Research. Following the positive assessment by MIUR, the Rector will issue a decree to nominate the professor.

Section VI – Final and Temporary Measures

Art. 12 – Call of Eligible Professors

12.1 First and second level professors considered eligible as per official legislation up to the enactment of Law N. 240 - 30/12/2010 (Law N. 210/98) continue to remain eligible.

12.2 The abovementioned procedures must be no later than by 31/12/2019, as established by Art. 4, Paragraph 3-bis, Law N. 244 (30/12/2016) converted with amendments into Law N. 19 (27/02/2017).

12.3 The call procedure will be announced on the University website.

Art. 13 Validity of Regulations

13.1. These Regulations will be published on the website of Sapienza University of Rome the first working day following their announcement and will be valid from the following day. From the day of its validity, it substitutes all previous regulations for the recruitment of Type B Researchers at Sapienza University (DR N. 2577/2017 – 11/10/2017).

13.2 Call procedures for which Departments have already established the selection criteria upon the validity of these regulations will continue to be regulated by these regulations with the same criteria.

Please note: the official version of this document is in Italian and is available on the Sapienza website. This translation into English is provided as a service but has no legal value.