

# REGULATIONS FOR THE RECRUITMENT OF TYPE B FIXED-TERM RESEARCHERS

## AT SAPIENZA UNIVERSITY OF ROME

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### Section I – General Principles

#### Art. 1 – Definitions

1.1 These Regulations govern recruitment procedures for Type B fixed-term researchers, as established by Art. 24, Paragraph 3b 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 Procedures

#### Art. 2 – Application

2.1 In respect of all the principles established by the European Charter for Researchers, this section regulates the procedures for the recruitment of Type B fixed-term researchers (former Art. 24, Paragraph 3b, Law N. 240/2010).

#### Art. 3 – Opening 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.

3.3 The expenses for the selection of Type B fixed-term research contracts 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 and second level professors and permanent researchers) indicating all the requisites for publishing a call; said

requisites must be distinguished both in terms of the activities that call winners will be appointed to complete and criteria and indicators for evaluating the scientific curriculum of candidates.

4.2 The Department proposal must include:

- a) Call Sector or Scientific-Disciplinary Sector of the call;
- b) PhD or medical specialisation title required for admission to the selection procedure;
- c) Activities the researcher will have to carry out and the type of didactic commitment (minimum and maximum number of hours of frontal teaching and location);
- d) Minimum and maximum number of publications that may be used to assess the candidate. The maximum number can be no less than twelve. Furthermore, with reference to the scientific production of candidates:
  - Bibliometric areas: the minimum number of articles (rounded down) can be no less than 70% of the threshold value for the “number of articles” indicator in the procedures for the National Scientific Qualification, in relation to the SC for second level professors;
  - Non-bibliometric areas: the minimum number of articles (rounded down) can be no less than 70% of the threshold value for the “number of articles and contributions” indicator in the procedures for the National Scientific Qualification, in relation to the SC for second level professors;
- e) Indicators for the assessment of the candidate’s scientific curriculum, including integrative qualitative standards and any other evaluated elements.

Moreover, the proposal may also require, for given SSDs, the assessment of foreign language skills that will be conducted by the Exam Commission.

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 procedure for Type B fixed-term researchers 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:

- a) Information on the position advertised by the call; the Department assigning the research contract; number of available places for specified SC and/or specific SSDs; researcher tasks, including, if applicable, care service; application terms and conditions;
- b) Individual participation and admission requisites:
  - Requisites for participation in the selection procedures, including scientific qualification;
  - Minimum and maximum number of publications that may be chosen by the candidate from his overall scientific production. The maximum number must be no less than twelve, as long as its falls in the specified time range;

- Description of the didactic activities that the winner will be required to conduct;

c) Selection criteria and procedures:

- 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.
- Exams and tests to be taken by candidates.

5.3 Applications must be submitted as described in the call and by the midnight of the 30<sup>th</sup> day following the publication of the call on the “Gazzetta Ufficiale”. In the application, candidates must provide a certified e-mail address (PEC) where to receive all communications. Candidates must submit their CVs in the standard format provided by the template on the University website, attaching the list of most significant publications (as described by the call). The selected publications must be submitted (in PDF format) along with the application, by the deadline indicated in the call.

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 per current legislation (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 per current legislation (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 Type B Fixed-term Researchers are candidates who possess a PhD or equivalent degree, or medical specialization for given sectors, who have enjoyed Type A fixed-term contracts (as per Art. 24, Paragraph 3a of Law. N. 240 – 30/12/2010), who have received their ASN as first or second level professors (as per Art. 16 of the aforementioned law), who have a medical specialisation, or who, for at least three years (even non-consecutively), have received research grants (as per Art. 51, Paragraph 6 of Law. N. 449 - 27/12/1997 or as per Art. 22 of Law N. 240/2010) or postdoctoral scholarships (as per Art. 4 of Law N. 398 – 30/11/1989) or analogous contracts or scholarships at foreign universities. The duration of these contracts may be cumulated.

6.2 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 of two first level professors and one confirmed second level professor.

7.3 Exam Commission members are selected through the following procedure: one member is designated with a resolution by the Department Council and to be appointed within 30 days from the call deadline (with the exclusion of the period from August 1 to September 15); 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.

7.4 The Department resolution, approved by the majority of first and second level professors, 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.

7.5 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.

7.6 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 thirty days from the publication of the decree on the "Gazzetta Ufficiale – IV serie speciale" to present a recusal of the exam commissioners. 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 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 To avoid being declared null, the Exam Commission must conclude its work within 90 days from the communication of its constitution with a Rector's Decree on the University website. The President may apply for a one-time extension (for a maximum of 60 days) from the Rector. If following the aforementioned deadline, the commission does not submit its acts or request an extension, it will be declared null and substituted by the Rector.

### **Section III – Commission Works**

#### **Art. 8 – Commission Works**

8.1 Exam Commissions must provide a motivated assessment of each candidate, followed by a comparative evaluation with reference to the specific call sector based on their curricula (scientific production) and the following (documented) academic titles:

- PhD or equivalent academic title in a given sector or medical specialisation diploma or equivalent, received in Italy or abroad;
- University-level didactic activity in Italy or abroad;
- Documented teaching or research activity at qualified Italian or foreign institutes;
- Documented clinical activity in call sectors that require specific competences;
- Development of project activities in call sectors that require such requisites;
- Organisation, management and coordination and/or participation in national and international research groups;
- Ownership of patents in call sectors that require such requisites;
- Speaker at national and international congresses and conferences;
- National and international awards for research activity;
- European specialisation diploma recognised by international boards in call sectors that require such requisites.

8.2 Moreover, in order to conduct the preliminary comparative assessment of candidates, Exam Commissions must exclusively evaluate publications and articles accepted for publication according to current legislation, as well as essays published as part of collective works and articles published in print or digital journals (excluding internal notes and departmental reports). Theses produced for PhDs or equivalent titles will be evaluated even if they lack the requisites described in this paragraph. Exam Commissions will conduct a comparative assessment of publications based on the following criteria:

- Compatibility with the SC of the selection procedure and the profile defined exclusively by one or more SSDs or related interdisciplinary issues (This must logically be indicated as the main criterion: if a publication is not relevant to a given profile, its evaluation could be censored as illogical and consequently represent an excess of power);
- Scientific significance of editorial placement and diffusion throughout the scientific community;
- Originality, innovative nature, methodological rigour and significance of each scientific publication;
- Analytical determination, even based on criteria recognised by the reference international scientific community, of the candidate's individual contribution in the case of collaborative works.

8.3 Exam Commissions must also evaluate the overall consistency, intensity and temporal continuity of the candidate's scientific production, with the exception of involuntary breaks in research activity (with particular reference to parenting).

8.4 In SCs classified as bibliometric for ASN procedures, in order to establish the minimum requisites and evaluate publications, the Exam Commissions will also employ the following indicators (self-certified by the candidates in relation to overall scientific production in terms of the application deadline):

- 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.

8.5 In SCs classified as non-bibliometric for ASN procedures, in order to establish the minimum requisites and evaluate publications, the Exam Commissions will also employ the following indicators (self-certified by the candidates in relation to overall scientific production in terms of the application deadline):

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

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

8.6 Based on the assessment of the candidate's academic titles and publications, and particularly on the evaluation of their scientific production, the Exam Commission will select the candidates, approving a short list including no less than 10% and no more than 20% of the candidates (which must, in any case, include no less than six).

If there are six or less candidates, they will all be admitted to the next phase. In this case, there is no need for a preliminary assessment of the candidates and the commission will prepare a report including: (a) curricular profile of each candidate; (b) short collegial evaluation of the profile, even in relation to research work and other call requisites, and an overall scientometric evaluation for sectors in which it is a consolidated practice; (c) collegial discussion of the profile and scientific production, and selection (even by majority vote) of candidates admitted to following phase.

Candidates who successfully pass the evaluation of academic titles and publications will be invited to hold a public discussion at the Department on their research activities. At the end of the seminar-style interview, if required, there will be an oral examination to ascertain the candidate's knowledge of a foreign language (as specified in the call).

At the end of the selection process, the commission will prepare a report including: (a) collegial evaluation of the seminar and, if required, the foreign language exam; (b) comparative collegial assessment in relation to the candidate's curriculum (and any other requisites established by the call); (c) indication that the candidate has been selected and will be called by the Department.

#### **Art. 9 – Approval of Call Proceedings**

9.1 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 passing the proposal, 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.

## **Art. 11 – Assessment of Type B Fixed-term Researchers as Second level Professors (former Art. 24 Paragraph 5 of Law N. 240/2010)**

11.1 The selection of a position as Second level Professor, following the evaluation procedures established by Art. 24, Paragraph 5 of Law N. 240/2010, is reserved to Type B Fixed-term Researchers (tenure track) who have acquired the ASN as established by D.M. N. 344 (04/08/2011).

11.2 The evaluation procedure, as per the qualitative standards described in Art. 5 of these Regulation, will be conducted by the Researcher’s Department and focus on didactic activities, integrative didactic activities and student services, as well research activities conducted as part of the contract. Moreover, the evaluation will also address the activities that the researcher conducted to access the Type B Research Contract. These evaluation criteria are described in Art. 3-4 of DM N. 344 (04/08/2011).

11.3 Scientific research evaluation (Art. 4, Paragraph 1 of D.M. N. 344 (04/08/2011)) must also include an assessment of the scientific production developed by the researcher following his ASN application in order to verify the continuity of scientific research.

11.4 Departments activate evaluation procedures after having verified the assignment of the resources necessary to assign research positions as second level professors and as part of the triennial faculty plan approved by the Board of Administrators.

11.5 The Evaluation Commission is designated with a resolution by the Department Director. It is composed of two first level and one second level professors working at the Department or in other Sapienza Departments relevant to the researcher SSD, SC or MSC. If there are no available Sapienza Professors for the relevant SSD, SC or MSC, the Commission may nominate professors from other Italian or foreign universities, as long as they operate in relevant SSD, SC or MSCs.

11.6 For professors from foreign universities, the SSD is established by their competences in relation to the competence as requested in the SC and certified by the proposer.

11.7 The commission must conclude its works within 30 days of the communication concerning its nomination.

11.8 The Department Council will receive the evaluation results from the Commission and, with a majority resolution, propose to the Board of Administrators that the successful researcher(s) be employed as a second level professor(s). The Department must transmit the selection proposal to the reference Faculty and the Human Resources Area. The Department resolution must be approved by the Board of Administrators.

11.9 The Department Council is responsible for satisfying all requisites set in this article with the majority vote of first and second level professors.

11.10 The evaluation procedure must be published on the university website.

## **Section V – Direct Selection**

### **Art. 12 – Procedure**

12.1 Direct selections are regulated by current legislation and relevant ministerial decrees.

12.2 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.

12.3 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, ASN requisites, and, for Type B Fixed-term researchers, at least 2/3 of the minimum ANVUR levels set for second level professors;
- Type of call, as described in Art. 1, Paragraph 9 of Law N. 230/2005 and subsequent amendments.

12.4 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.

12.5 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.

12.6 The contract is stipulated between the Rector and the Type B Fixed-term researcher.



## **Section VI – Final and Temporary Measures**

### **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.