

REGULATIONS FOR THE RECRUITMENT OF TYPE A FIXED-TERM RESEARCHERS (FORMER ART. 24, PARAGRAPH 3A, LAW N. 240/2010)

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Art. 1 Objectives and Nature of the Contract

These regulations govern recruitment procedures for Fixed-term researchers, as described in Art. 24, Paragraph 3a, Law N. 240 (30/12/2010).

Art. 2 Funding and Activation of Procedure

Type A Fixed-term research positions may be funded as follows:

2.1 University funds, coherently with personnel three-year budgets and available resources.

2.2 External funding provided by:

- Agreements between the University and external financiers, specifying type of contract, SC, amount, duration, terms and funding guarantees for ongoing agreements of funding;
- Contracts based on specific legislative measures funding contracts;
- Research projects/programmes with public or private agencies that include the activation of contracts for fixed-term researchers as one of the admissible expenses;
- Residual funds or earnings from research projects (including contracts with third parties) available in the Department/University budget. In this case, the funds are collected in a University fund ("Fondo Unico di Ateneo").

The approval of the Board of Administrators, based on an assessment by the Audit Board, is necessary in order to activate procedures based - fully or partially - on external funding.

Art. 3 Participation Requisites

Eligible participants include candidates who possess a PhD or equivalent degree, received in Italy or abroad, or a specialisation school diploma for candidates with degrees in Medicine. Moreover, until 31/12/2015, eligible candidates also include subjects with a specialization or Masters degree and a professional curriculum that documents coherence with the conduction of research activity.

Art. 4 Call

Calls are issued by the Department, which also manages the selection procedure.

The call must include:

1. Work mode (full-time/fixed term);
2. Object of the contract;
3. Indication, if pertinent, of the specific project(s)/programme(s) and duration of the research project, even inter-disciplinary or inter-sectorial, that will involve the researcher; SC and SSD profile (maximum of three, identifying the main one);

4. Maximum time spent in frontal didactic activities (no more than 60% of the total course established by current legislation for an associate professor, and, in any case, within the limit permitted for didactic activities described in Art. 11);
5. For medical area researchers, indication on cure services and, if applicable, the facility where this activity will take place and relative procedures;
6. Maximum number of publications that candidates may present (minimum is 12);
7. Foreign language requirement(s) (maximum 2) and oral exam;
8. Rights and duties of fixed-term researchers;
9. Terms of remuneration and social security;
10. Department;
11. Main work location;
12. Selection procedure;
13. Deadline for submission of application;
14. Participation requisites and preferential titles;
15. Scientific and/or technological expertise requested of candidates, in relation to area of research;
16. For SCs with a consolidated international practice, specific databases on which candidates must certify bibliometric indicators on their scientific production;
17. IT transmission mode for applications and, if possible, for degree titles and publications.

The call will be published by the Department on the websites of the University and reference structure, as well as on the websites of MIUR, the EU and the “Gazzetta Ufficiale – Concorsi ed Esami.”

Art. 5 Application

Applications must be submitted via IT platforms as described in the call. Candidates must include an e-mail address in their application that will be used for all communication, including interview appointments, which will only be communicated in said manner. Candidates should present their curriculum vitae in the standard European format with their list of publications as an attachment. Candidates should highlight their most important publications in the application, as described in the call. The chosen publications must be submitted in PDF or mailed via registered post to the Department organizing the call by the deadlines indicated in the call. Candidates may submit all documentation they feel would improve their assessment, including letters of presentation, even in a foreign language, by Italian or foreign scholars.

For SCs in which it is a consolidated international practice, the applicant must also self-certify the bibliometric indicators relevant to their scientific production based on the database indicated in the call. Failure to do comply will be grounds for exclusion.

Fixed-term researchers, as well as first and second level professors, may not participate in the call, even if they have terminated their contract.

Individuals who are related, directly or indirectly, up to the fourth degree, with a professor in the Department issuing or renewing the call are automatically excluded. This also holds true for all said relations with the Rector, the Director General or any member of the University Board of Administrators.

Moreover, this also includes all those who have already enjoyed a contract (as described in these Regulations) or a research grant (Art. 22, Law N. 240/2010) even in other Italian, public, private or on-line universities, as well as agencies (as described in Art. 22, Paragraph 1, Law N. 240/2010), with the same subject, for a period exceeding twelve years (even non-continuous), including the duration of the contract.

As per current legislation, maternity and sick leave are not included in the calculation of said periods.

Art. 6 Exam Commission

The Exam Commissions are composed of three members from the specific call SSDs, SCs or MSCs, and selected mostly from faculty not teaching at the University

The Commission may include first level professors, second level professors and permanent researchers, but it must include at least one first level and one second level professor.

For the positions described in Art. 2, Paragraph 2.1, the members of the Commission are first and second level professors and permanent researchers nominated by the Department Council with a majority vote of said professors and researchers.

The composition of the Exam Commission must - insofar as possible - be gender-balanced. Exam Commission members may be: (1) First level professors with necessary requisites to participate as ASN Commissioners as per Art. 16 of Law N. 240/2010; (2) Second level professors with necessary requisites to participate as first level ASN Commissioners as per Art. 16 of Law N. 240/2010; (3) Permanent researchers with necessary requisites to participate as second 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.

For the positions described in Art. 2.2, the Exam Commission must also include the Funds Manager. The other two members of the Commission are first and second level professors, designated with a Department Council Resolution, approved by a majority of said professors and permanent researchers.

The composition of the Exam Commission must - insofar as possible - be gender-balanced. Exam Commission members may be: (1) First level professors with necessary requisites to participate as ASN Commissioners as per Art. 16 of Law N. 240/2010; (2) Second level professors with necessary requisites to participate as first level ASN Commissioners as per Art. 16 of Law N. 240/2010; (3) Permanent researchers with necessary requisites to participate as second 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.

The Exam Commission is nominated by the Department Director, published on the "Gazzetta Ufficiale" and on the websites of the Department and University. 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.

All members must be present at Commission meetings and all resolutions must be passed by a majority vote. The commission may also employ IT teamwork platforms.

Commission members working at Sapienza are not eligible for reimbursements and/or any type of remunerations. External commissioners are only permitted to claim mission expenses, as described in the University Regulations.

To avoid being declared null, the Exam Commission must hold its initial meeting within 30 days of the deadline for commissioner recusal, except in cases of proven impossibility (with the exclusion of the

period from August 1 to September 15). The commission must conclude its works within 60 days of the initial meeting. The President may apply for an extension (for a maximum of 60 days) from the Department Director.

Art. 7 Selection

The Exam Commission will conduct a preliminary evaluation of the candidates and present a motivated assessment of academic titles, curriculum vitae and scientific production, including PhD theses, as per the criteria described by DM N. 243/2011, published on the "Gazzetta Ufficiale" on 21/09/2011.

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).

During the preliminary session, the Exam Commission established the percentage of candidates that it will include in said list.

The commission must prepare a report including: a curricular profile of each candidate, a 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 (i.e., number of total publications on international databases, total citations, average citations, Hirsch Index in relation to candidate's academic seniority).

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:

- collegial evaluation of the seminar and, if required, the foreign language exam;
- comparative collegial assessment in relation to the candidate's curriculum (and any other requisites established by the call);
- indication that the candidate has been selected and will be called by the Department.

Art. 8 Conclusion of Works

The Commission must conclude its work no later than two months after it has been officially established. If the works are not finished by this date, the Department Director may provide an extension, after reviewing the Commission's motivation, or decide to substitute the members responsible for the delay with a motivated measure and establish a new deadline for the conclusion of the works.

The selection procedures acts are officially approved by a resolution issued by the Department Director.

Art. 9 Department Invitation

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). The invitation must be approved by an absolute majority vote of eligible voters (First and Second level professors) as

established by Art. 24, Paragraph 2d, Law N. 240/2010, and communicated to the Administration via the competent Faculty to be submitted to approval by the Board of Administrators.

Art. 10 Contract

The fixed-term employment contract, based on the University template, undersigned with the winning candidate(s) by the Department Director, must contain the following indications:

- Beginning and end date of employment period;
- Total income;
- Structure assigning the contract;
- Reference SSD;
- Time Commitment (full-time/part-time);
- Research, didactic activities, integrative didactics and student service activities;
- Presentation of annual technical-scientific report on research activity and didactics within 30 days of the end of each academic year. Failure to comply will cause the contract to be considered null.
- care services (if any).

The Department will be responsible for officialising the employment of the researcher on the “Servizi adempimenti on-line” (SAOL) website.

The contract must be transmitted to the Human Resources Area to complete the procedure.

Art. 11 Fixed-term Researcher Activities

A Research Programme defines the activities that fixed-term researchers will complete. Full-time contracts total 1500 hour/year contract and include 350 hours of didactic, integrative didactics and student service activities; part-time involves 200 hours of didactic, integrative didactics and student service activities.

Fixed-term researchers who have a contract with a structure in the Faculty of Medicine, through an agreement with the National Health Service, and operate in a SSD that is coherent with clinical activity or have a medical specialization diploma, may conduct care services as part of their research activity, as described in the agreements between the organisation and university. In this case, any additional remuneration for these activities will be the responsibility of the health structure.

At the end of each year, the researcher must submit a report on didactic and research activity to the Department Director for approval by the Department Council. The document of approval must be transmitted to the Human Resources Area.

Art. 12 Extensions: Procedures for Activity Assessment

Insofar as resources are available and as described by Art. 2, the Department issuing the call for a Type A fixed-term research position may, during the last six months of the researcher's contract and if the candidate is interested, request a contract extension for two years. Extensions may only be applied once. Applications must be motivated with reference to research and didactic activity requirements.

The Department request will be assessed by a Commission, nominated by the Rector on proposal of the Department, which is composed of two first level and one second level professors from the researcher's SSD or SC.

The Commission will evaluate, as per the criteria and parameters established by D.M. N. 242/2011, the research and didactic activity of the researcher to approve the extension request. Requests that are approved by the Commission are then submitted to the Board of Administrators, following an assessment by the Audit Board.

The procedure must be concluded before the contract that must be extended expires.

Art. 13 Remuneration

The remuneration for contracts described in Art. 10 is the same as the initial remuneration of a confirmed full or part-time researcher.

Art.14 Incompatibility

The contract described in these Regulations is neither cumulable with other contracts, including contracts at other universities or private scientific structures, nor with PhD scholarships, research grants or post-graduate scholarships. The position of fixed-term researcher is incompatible with the exercise of commercial and industrial activities, with the exception of university spin-offs or start-ups (as per Art. 2-3, D. Lgs. N. 297/1999. Professional activities are also not permitted for full-time researchers, with the exception of activities described in Art. 5, Paragraph 7, D. Lgs. N. 517/1999.

Art. 15 Employment Termination

Employment termination is caused by expiry of the contract or by one of the parties receding from the agreement, which is valid from the moment of said official communication. During the first two months of a contract, each party may recede from the contract at any moment without any notice. The Administration must provide a motivation for the termination. Following said period, researchers must provide notice 30 days prior to ending their contract. Failure to do so will allow the Administration to withhold payment for the notice period.

Contract termination may also be warranted by one of the causes, as described in Art. 2119 CC, that do not allow the working relationship to continue. These also include failure to present an annual report on research and didactic activities and all serious violations of duties (as described in Art. 11).

Art. 16 Call Manager

Each Department must identify a Call Manager, as established by Law N. 241/1990 and subsequent modifications.

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.