



UniSR

Università Vita-Salute  
San Raffaele

**UNIVERSITY REGULATIONS**

**REGULATIONS GOVERNING THE  
METHODS FOR THE ANNUAL  
ASSESSMENT, ALLOCATION OF SALARY  
INCREASES AND ADDITIONAL  
REMUNERATION OF PROFESSORS AND  
RESEARCHERS OF VITA-SALUTE SAN  
RAFFAELE UNIVERSITY**

***ISSUED BY RECTOR'S DECREE NO. 8032 OF 03/02/2023***

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## 1 Purpose and Scope

### ART.1 Purpose and scope

These Regulations govern:

- in Title I, the procedures and criteria for the self-certification and annual verification of the actual performance of the teaching, student service and management activities of professors and researchers, as well as for the verification of the results of research activities in accordance with the provisions of article 6(7) and (8) of Italian Law 240/2010, also with the aim of fostering constant improvement in the quality of the University;
- in Title II, the procedures and criteria for the evaluation of all the teaching, research and management activities of the professors and researchers of Vita-Salute San Raffaele University, for the assignment of the two-yearly salary increments pursuant to article 6(14) of Italian Law 240/2010, as amended;
- in Title III, the procedures for awarding any additional pay to professors and researchers of Vita-Salute San Raffaele University.

## 2 Provisions of the Regulations

### ART.2 Definitions and parameters

1. Pursuant to these Rules, with reference to Title I and Title II, professors and researchers are understood to mean full-time and part-time permanent professors and researchers; with reference to Title III, professors and researchers are understood to mean full-time and part-time permanent professors and researchers, as well as full-time and part-time fixed-term researchers.
2. For the purposes of these Regulations, the following definitions shall apply:
  - (a) teaching activities means:
    - classroom teaching activities, i.e.: lectures and classroom or laboratory exercises carried out in both undergraduate and postgraduate courses, such as Master's degrees and Post-Graduate Schools and PhD programmes;
    - classroom-equivalent teaching activities, i.e.: tutoring activities to support educational internships included in the teaching plans of Corse Regulations, the practical teaching activities of PhD, Post-Graduate Schools and Master's Programmes, as well as internship activities in Post-Graduate Schools, carried out in the presence of the owners of the activity.

The fulfilment of didactic obligations does not take into account the supplementary courses and teaching services referred to in article 6 of Italian Law 341/90, or:

- advanced training courses, access to which requires a university qualification;
- professional refresher courses;
- continuing and recurrent education courses and cultural activities for adults;
- courses in preparation for public competitive examinations and state examinations for professional qualification;
- refresher courses for university staff;

b) Research activities means:

- research products as listed in the University's IRIS archive;

c) Management activities means:

- membership of the University bodies provided for by the Statute and the University Regulations, coordination and management of teaching and research facilities.

3. Pursuant to Article 6(2) and (3) of Italian Law 240/2010, permanent professors and researchers are required to set aside no less than 350 hours per year for teaching and student service assignments, including guidance and tutoring, as well as learning assessment activities, for full-time professors and no less than 250 hours for part-time professors; permanent researchers, on the other hand, are required to achieve a maximum of 350 hours if they work full-time or a maximum of 200 hours if they work part-time.

Pursuant to Article 24 of Italian Law no. 240/2010 and the University Regulations for the Recruitment of Researchers on Fixed-term Contracts, researchers on fixed-term contracts are required to set aside 350 hours if they work full-time and 200 hours if they work part-time in order to carry out teaching, classroom-equivalent teaching activities and student service activities.

For permanent full-time professors and researchers under agreement, pursuant to article 6(11) of Italian Law 240/2010, working hours are calculated based on the annual commitment established in the agreement.

4. The minimum classroom and equivalent teaching obligations, pursuant to article 1(16) of Italian Law 230/2005, are 120 hours per year for full-time permanent professors and researchers and 80 hours for part-time permanent professors and researchers.
5. The minimum classroom and equivalent teaching obligations, in accordance with the University Regulations for the recruitment of fixed-term researchers, pursuant to article 24 of Italian Law no. 240/2010, are 100 hours per year for full-time fixed-term researchers and 70 hours per year for part-time fixed-term researchers.

## **2.1 Title I - Procedures and criteria for the assessment of professors and researchers pursuant to article 6(7) and (8) of Italian Law 240/2010**

### *ART.3 Self-certification of teaching, student service, management and research activities*

1. The University's permanent professors and researchers are required to close the teaching register, at the end of each academic year and no later than September.
2. The content of the teaching register is deemed to be a declaration in lieu of affidavit pursuant to article 47 of Italian Presidential Decree 445/2000.
3. At the end of each academic year and no later than the following 31 October, each lecturer emails to the address [valutazione.docenti@unisr.it](mailto:valutazione.docenti@unisr.it), the self-certification relating to the possession of the teaching, student service, management and research requirements, referred to in article 4 below, which can be downloaded directly from the personal intranet area.

### *ART.4 Criteria for the annual review of the results of teaching, student service, management and research activities*

1. The annual review of the results of teaching, student service, management and research activities is carried out by applying the criteria set out in the Annex to these Regulations.
2. The Board of Directors may amend the assessment criteria set out in the Annex if it deems it necessary.
3. If the period of service at UniSR is less than 6 months, the lecturer may only apply for assessment if he or she is in possession of the assessment from his or her prior university for the months that complete the period subject to assessment (12 months), attaching it to the application.  
In the event of paid or unpaid leave, during the period subject to assessment, the activity performed is eligible for assessment provided that the period of actual service is equal to or greater than 6 months.

### *ART.5 Assessment outcomes*

1. The Rector shall arrange for the assessment of the self-certifications referred to in article 3 of these Regulations with the support of the administrative offices.
2. The assessment of the self-certification of the lecturer holding the post of Rector is ordered by the Dean of the Faculty with which the lecturer is affiliated.
3. In the event of a negative assessment, pursuant to article 6(8) of Italian Law 240/2010, professors and researchers are excluded from the committees for the qualification, selection and career progression of academic staff, as well as from the research project evaluation bodies.
4. The attainment of a positive assessment under this Title I does not necessarily entail the award of the salary increase under Title II below.

## **2.2 Title II – Procedures and criteria for the assessment of Professors and Researchers for the purposes of awarding salary increases pursuant to article 6(14) of Italian Law 240/2010**

### *ART.6 Application and assessment procedures*

1. Pursuant to article 6(7) and (14) of Italian Law 240/2010, eligible persons must send their application/report for the award of the salary increase to the e-mail address [valutazione.docenti@univr.it](mailto:valutazione.docenti@univr.it).
2. In order to carry out a preliminary check on the accuracy of the attached information, lecturers must ensure that the teaching register is filled in on time, as laid down in the University Didactic Regulations.
3. Requests must be submitted by 31 October of the year in which the salary increase is accrued. This deadline shall be considered mandatory. The assessment takes place by the following December. The application is submitted for assessment by the Board of Directors.
4. If the application deadline has expired, the professor/researcher concerned may apply the following calendar year no later than 31 October. Consequently, the right to the award of the salary increase will commence from the month of accrual of the year in which the application is submitted.
5. The assessment is based on the teaching, research and management activities carried out in the two completed academic years preceding the year in which the eligibility for the salary increase was accrued. For this purpose, the academic year conventionally begins on 1 October and ends on 30 September of the following calendar year.
6. If the period of service at UniSR is less than 12 months, the lecturer must attach with the application the assessment from his/her previous university relating to the months that complete the period subject to assessment (24 months).  
If a lecturer resigns or retires, having already accrued the period necessary for the award of the salary increase (24 months), he or she may submit an application up to the day on which he or she resigns or retires.
7. In the event of paid or unpaid leave during the period subject to assessment, the activity performed is eligible for assessment provided that the period of actual service is 12 months or more.

### *ART.7 Assessment criteria*

1. The assessment will be carried out based on the criteria defined in the Annex to these Regulations, which is an integral part thereof.
2. The Board of Directors may amend the assessment criteria set out in the Annex if it deems it necessary.

*ART.8 Procedures for awarding salary increases and negative assessments*

1. If the Board of Directors' assessment is positive, the eligible parties are notified by e-mail.
2. The attainment of a positive assessment under this Title II is equivalent to an annual positive assessment under Title I.

On the contrary, a negative evaluation for the award of the salary increase does not preclude a possible positive assessment under Title I.

3. In the event of a negative assessment outcome, professors and researchers may resubmit their application for the award of the salary increase once at least one academic year has elapsed pursuant to article 6(14) of Italian Law 240/2010.
4. If the salary increase is not awarded, the corresponding sum is allocated to the University Fund for professors' and researchers' bonuses referred to in article 9 of Italian Law 240/2010.

### **2.3 Title III – Additional pay**

*ART.9 Provision of additional pay*

Professors and researchers may be granted additional pay, within the limits of the available budget, for additional commitments, for classroom teaching activities, beyond the basic number of hours, as defined in article 10 of these Regulations, and for management duties subject to specific assignment by the Rector.

*ART.10 Definition of the maximum number of hours payable*

The University allocates additional pay only for the under- and post-graduate teaching hours provided in excess of the basic number of hours.

For this purpose, the basic number of hours of classroom teaching is:

- 120 hours for permanent full-time professors/researchers;
- 80 hours for permanent part-time professors/researchers;
- 100 hours for full-time fixed-term researchers;
- 70 hours for part-time fixed-term researchers.

Extra hours are payable up to a maximum of 80 hours for full-time permanent professors/researchers and 60 hours for part-time permanent professors/researchers.

Extra hours are payable up to a maximum of 70 hours for full-time fixed-term researchers and 50 hours for part-time fixed-term researchers.

The hourly amounts for additional pay are established by the Board of Directors.

### *ART.11 Reduction in teaching workloads*

The following reductions in teaching workloads are applied to the persons defined in article 2(1) of these Regulations for the valorisation of activities related to institutional assignments.

More precisely, the basic amount of hours is reduced by:

- 120 hours for the Rector;
- 60 hours for the Dean of the Faculty of Medicine and Surgery and 40 for the Dean of the Faculty of Psychology and the Dean of the Faculty of Philosophy;
- 40 hours for Vice-Rectors, Course Presidents and Directors of Post-Graduate Schools;
- 20 hours for PhD coordinators;
- 5 hours for members of the Disciplinary Board;
- 10 hours for members of the Equal Opportunities Supervisory Committee;
- 40 hours for the Chair of the Board of Evaluation;
- 30 hours for members of the Board of Evaluation;
- 40 hours for the Chair of the University Quality Department;
- 30 hours for members of the Quality Department;
- Any further exceptions must be agreed with the Rector.

### **3 Validity and transitional rules**

#### *ART.12 Final provisions*

1. These Regulations are approved by the Board of Directors and issued by Rector's Decree.
2. These Regulations shall enter into force on the date of publication of the relevant Rector's Decree and shall come into effect, as regards Title III, on 1 October 2023.

*The Italian version of this Regulations is the only legal means of communication of the relative contents and in case of dispute, the Italian version shall prevail.*