

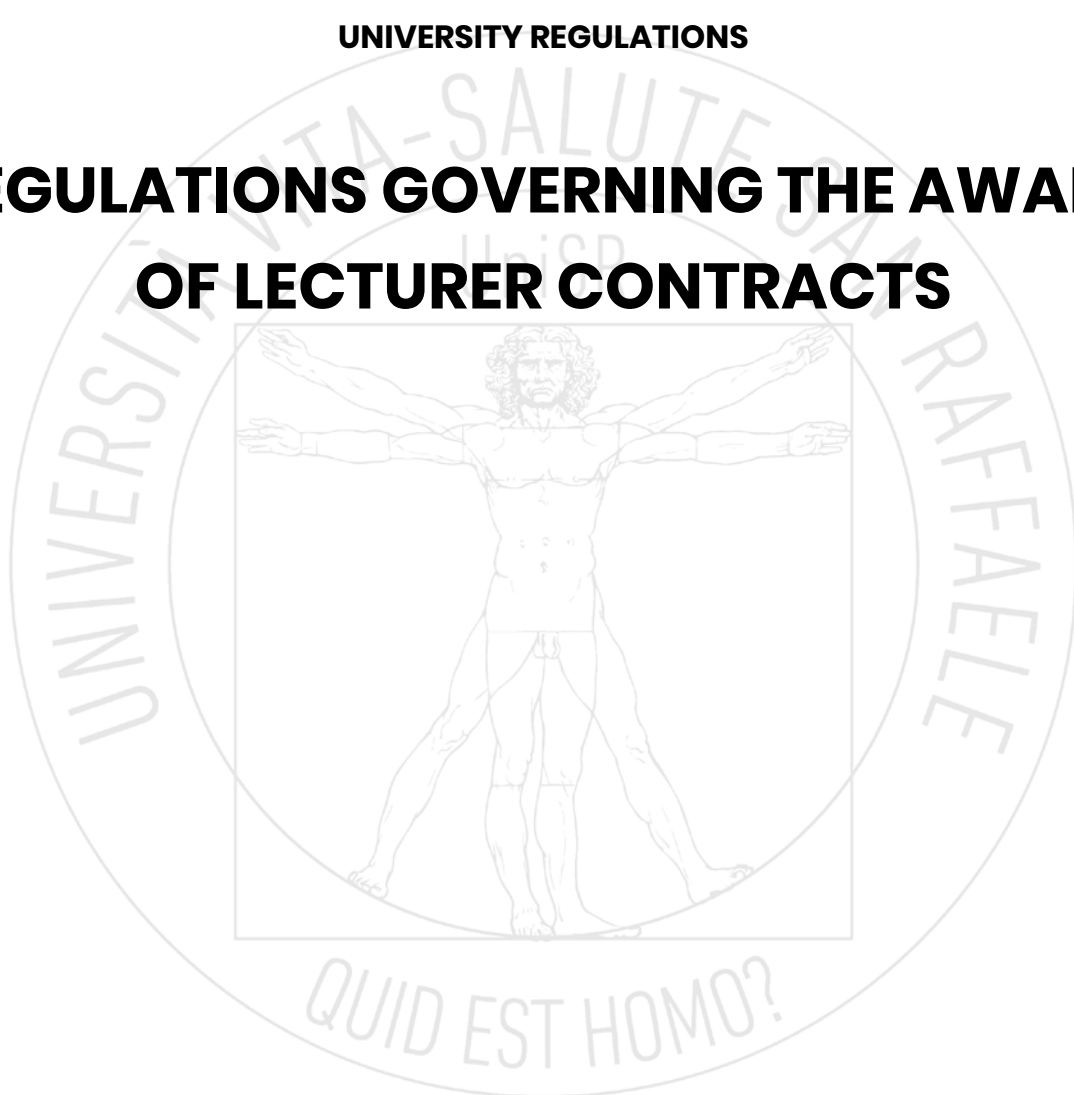


UniSR

Università Vita-Salute
San Raffaele

UNIVERSITY REGULATIONS

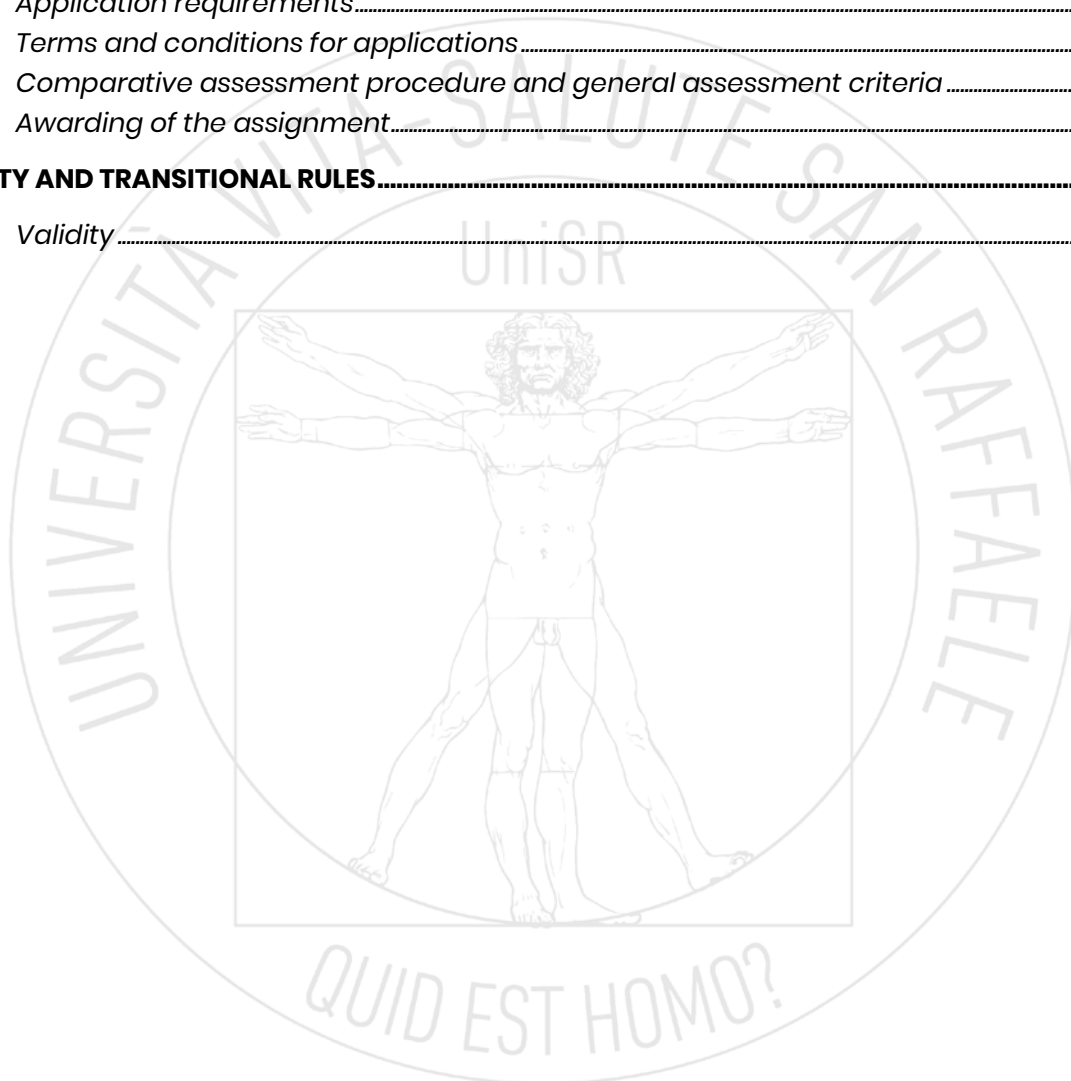
REGULATIONS GOVERNING THE AWARD OF LECTURER CONTRACTS



ISSUED BY RECTOR'S DECREE NO. 7106 OF 01/07/2021

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1 Purpose and Scope

ART.1 Purpose

1. These regulations govern the procedures for the award of Lecturer contracts at Vita-Salute San Raffaele University, pursuant to article 23(2) of Italian Law no. 240 of 30 December 2010.

2 Provisions of the Regulations

ART.2 Initiation of the procedure

1. The University may award appointments for the performance of teaching-only activities by means of private law self-employment contracts of up to three years' duration, classified by scientific disciplinary sector, pursuant to Article 23(2) of Italian Law no. 240/2010.
2. Contracts are awarded following procedures that ensure the comparative assessment of candidates and the publicity of the relevant documentation, and in compliance with the University Code of Ethics.
3. Recruitment for the award of contracts is proposed by the Council of the Faculty concerned, after assessing its teaching needs.
4. Recruitment shall be approved by the Board of Directors, which also defines the salary to be paid to the lecturer.
5. The procedure is initiated by a specific call for applications issued by the Rector.
6. The call for applications for recruitment must state:
 - the duration;
 - the Faculty to which it refers;
 - the scientific disciplinary sector;
 - the requirements, including any knowledge of a foreign language, for participation in the recruitment procedure;
 - the conditions and deadline for participation in the recruitment procedure;
 - the type of teaching commitment required of the lecturer.
7. The call for applications is published on the University website.

ART.3 Application requirements

1. Candidates with appropriate scientific and professional training with significant teaching experience who have distinguished themselves for their particular communication and dissemination skills may apply for the comparative assessment procedure for the award of Lecturer contracts.
2. Those who have a degree of kinship or affinity, up to and including the fourth degree, with a Professor belonging to the Faculty making the call or with the Rector, the Director General or a member of the Board of Directors of the University may not take part in recruitment procedures.

ART.4 Terms and conditions for applications

1. Applications to take part in the comparative assessment procedure may be submitted only electronically and no later than the deadline established in the call for applications.
2. The period for application submission may not be less than thirty days from the date of publication of the call for applications on the University website.
3. The following documentation must be attached to applications:
 - teaching and scientific/professional curriculum;

- list of qualifications and scientific publications;
 - qualifications, publications and papers that candidates wish to submit for assessment;
 - certification of knowledge of any foreign language required.
4. The application must be signed by the candidate.

ART.5 Comparative assessment procedure and general assessment criteria

1. The comparative assessment of the candidates is carried out by ad hoc Committee appointed by Rector's Decree, at the proposal of the Faculty Council concerned, and is composed of three full or associate Professors with expertise in the scientific disciplinary sector covered by the recruitment procedure. As regards the composition of the Committee, the principle of equal opportunities between men and women shall be observed wherever possible.
2. The Committee may make use of electronic means for collegial work.
3. The Committee makes a comparative assessment of the curriculum vitae, the list of scientific publications, and the qualifications and papers submitted by the candidates, taking into particular consideration teaching experience in the university environment of relevance to the scientific disciplinary sector covered by the recruitment procedure and also the scientific and professional activities carried out in relation to the same sector.
4. Possession of a PhD qualification, medical specialisation, medical licence, or equivalent qualifications obtained abroad, constitutes a preferential qualification for the purposes of the award of the aforesaid contracts.
5. After the comparative assessment of the applications, the Committee announces the successful candidate.
6. The Committee draws up a report of the proceedings, which is forwarded to the Rector and published on the University website.
7. The Faculty Council deliberates on the proposal to award the Lecturer contract and submits it to the Board of Directors for approval.

ART.6 Awarding of the assignment

1. The University finalises the employment relationship by entering into a private law self-employment contract with a maximum duration of three years, which may be renewed for a maximum total duration of six years, upon proposal of the Faculty Council, as approved by the Board of Directors.
2. Lecturers are required to commit to at least 120 hours of teaching activities per academic year.
3. Lecturers are required to carry out the teaching activities entrusted to them personally.
4. Holders of teaching appointments carry out teaching activities, participate in examination committees and final exam boards in accordance with the procedures laid down in the Regulations of the competent teaching facilities and the University Didactic Regulations. Teaching activities also include the assignment of dissertations, as well as the performance of guidance, student assistance and tutoring tasks within the framework of the services provided by the University in this regard. Lecturers must also ensure adequate attendance for receiving and assisting students throughout the year and participate in the planning and organisation of teaching.
5. Lecturers may be invited to the Faculty Council and may also participate in the meetings of other academic bodies, in accordance with the Statute and/or the Regulations of the relevant teaching facilities. In any case, participation in deliberations regarding tenured posts and the award of appointments under these Regulations is excluded.

6. Holders of contracts governed by these Regulations may use the title of Lecturer until the expiry of the contract.
7. The contracts referred to in these Regulations do not give rise to any rights regarding access to university tenures.

3 Validity and transitional rules

ART.7 Validity

1. These Regulations shall enter into force on the day following the day of issue of the Rector's Decree and shall be published on the University website.
2. For all matters not expressly provided for in these Regulations, the applicable legal provisions shall apply.

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.

