Regulation for the recruitment of fixed-term researchers pursuant to article 24 of Law 240/2010

Following changes made by the Organizing Committee of December 17, 2018
Art. 1 - Object
This regulation regulates the recruitment procedures for fixed-term researchers, pursuant to art. 24 of the Law of 30 December 2010, n. 240.

Art. 2 - Employment relationship and types of contract
1. The employment relationship between the UniCamillus University (hereafter University) and the researcher is a fixed-term subordinate employment contract. The contract with the researcher, under private law, is entered pursuant to the current provisions on the matter, including as regards tax, social security, welfare and insurance.
2. The contracts referred to in paragraph 1 can be entered according to one of the following types:
a) three-year contracts extendable once for two years following a positive assessment of teaching and research activities; the aforementioned contracts can be full-time or part-time. The overall annual commitment for the frontal teaching activity, for supplementary teaching activity and student services is 350 hours per year for the full-time contract and 200 hours per year for the part-time contract;
b) three-year non-renewable contracts, reserved for candidates who benefited from the contracts referred to in letter a), which means, for at least three years, even if not consecutive, of research grants pursuant to art. 51, paragraph 6, of the Law of 27 December 1997, n. 449, and subsequent amendments, or from postdoctoral fellowships pursuant to art. 4 of the Law of 30 November 1989, n. 398, which means from similar contracts, grants or scholarships in foreign universities. The contracts will only be full-time. The overall annual commitment for frontal teaching activity, supplementary teaching activity and student service activities is of 350 hours per year.

Art. 3 - Activation of the procedure
1. Within the limits of the places envisaged in the strategic plan, the Departmental Faculty Boards, after assessing the teaching, research and student service needs, can propose to the Board of Directors, through the Rector, the calls for fixed-term researcher assignments
to be allocated by means of fixed-term subordinate employment contract under private law by selection procedures.

2. Upon first application and until the Departmental Faculty Boards are established, the Board of Directors can proceed directly to the calling of the procedures referred to in this regulation, also in order to achieve the minimum teaching standards required by law.

**Art. 4 – The Call**

1. The call must include the following:
   a) The type and duration of the contract, alternatively between one of the following:
      - three-year contract extendable once for two years pursuant to paragraph 3, letter a) of art. 24, Law 240/2010, hereinafter referred to as "type A researcher";
      - three-year non-renewable contract pursuant to paragraph 3, letter b) of art. 24, Law 240 / 2010 hereinafter referred as to "type B researcher";
   b) the Departmental Faculty;
   c) the competition sector and any profile by indicating one or more disciplinary sectors;
   d) the requirements, procedures and deadlines for participation in the public selection procedure of the recruitment;
   e) the type of didactic and scientific commitment that will be requested, also with reference to internal divisions of the sector;
   f) the commitment regime (full-time or part-time) only for the contracts referred to in art. 3, letter a) of this regulation;
   g) any indication of the specific research project or program, as well as the duration of the same;
   h) any oral exam aimed at ascertaining the adequate knowledge of a foreign language, as well as the language in which to carry out the test;

2. The call must be adequately publicized through publication in the Official Journal of the Italian Republic - IV Special Series, on the University website and on the websites of the Ministry of Education, University and Research and the European Union. The call can also be published in magazines and national and international scientific websites.

**Art. 5- Requirements for submitting applications**

1. The following can apply for participation:
   a) candidates also citizens of countries not belonging to the European Union, in
possession of PhD or equivalent qualification, obtained in Italy or abroad for sectors concerned, in possession of a medical specialization diploma;
b) for participation in the three-year non-renewable contracts of "type B researcher" of this regulation, only subjects who have benefited from the contracts of "type A researcher" of this regulation can apply for participation or who have national scientific qualification for first or second level functions pursuant to art. 16 of Law 240/2010, or who have benefited for at least three years, even if not consecutive, from research grants pursuant to article 51, paragraph 6, of Law no. 449 or from research grants pursuant to art. 22 of Law 240/2010, or from post-doctoral fellowships pursuant to article 4 of Law no. 398, which means from similar contracts, grants or scholarships in foreign universities.

2. The following cannot apply:
a) subjects already hired for an unlimited period as first or second level university professors or as researchers, even if they left the service;
b) those who had contracts as research fellows and fixed-term researchers pursuant to art. 22 and 24 of the law n. 240/2010 at the University or even at other state, non-state or telematic Universities, as well as with the entities referred to in paragraph 1 of art. 22 of the law n. 240/2010 for a period which, added to the duration of the contract subject to selection in which they intend to participate, exceeds a total of 12 years, even if not continuous. For the purposes of the duration of the aforementioned relationships, the periods spent on maternity leave or for health reasons do not count according to current legislation;
c) those who have a marriage relationship or a degree of relationship or affinity up to the 4th degree included with a professor belonging to the Departmental Faculty who assigns the position, with the Rector, the Director General or a member of the University Organizing Technical Committee.

Art. 6- Deadline and methods for submitting applications.
1. Applications for participation in the public selection procedure referred to in this Regulation must be sent to the Rector by post or by means of a specific electronic procedure, within and no later than the deadline set in the call. Applications must be submitted within a time period which can not be less than 30 days and runs from the day following the date of publication of the Notice related to the call in the Official Journal - IV Special Series. The Board of Directors can shorten this period in case of urgency.
Art. 7- Selection Committee and procedure

1. Selection takes place on the basis of qualifications, curricula and scientific production of the candidates. The call may include a maximum number, however not less than twelve, of publications that each candidate can submit.

2. The Rector appoints a Selection Committee to carry out the selection, composed of three ordinary or adjunct professors, of which at least one belonging to the academic recruitment field or to the disciplinary sector (s) subject of the call. The members of the Committee must be mostly professors outside the University.

3. The appointment takes place by Rector's decree and is published on the University website.

4. The assessment of the candidates by the Committee referred to in paragraph 2 above involves a preliminary phase, at the end of which the Committee expresses for each candidate a reasoned judgment which analyzes qualifications, curriculum and scientific production, including doctoral thesis.

5. Candidates who were comparatively more deserving, following the preliminary assessment referred to in paragraph 4 - in a number between 10 and 20 % of the applications and, however, not less than six units - are admitted to the selection. Candidates are all admitted to the selection if their number is six or less.

6. The selection takes place by public debate before the Selection Committee which assesses qualifications and scientific production and includes any assessment of adequate knowledge of the English language. Following the debate, the Committee assigns a score based on the criteria established by the same Committee in the preliminary phase.

7. At the end of the selection, on the basis of the score assigned to each candidate, the Committee draws up the merit ranking of the candidates and declares the winner.

8. Committee documents are composed of the reports of each meeting. The work of the Committee must be completed within three months, starting from the date of publication of the instrument of appointment of the Commission itself on the University website. In case of justified need it is possible to reduce this deadline.

9. The Rector with his own Decree, having ascertained the formal regularity of the documents, proposes the winner to appoint to the Board of Directors which approves or rejects the proposal.
Art. 8- The appointment

1. The winner is offered a fixed-term subordinate employment contract under private law pursuant to art. 24, Law 240/2010, with a maximum duration of three years extendable once for two years, in the case of hiring a "Type A researcher" of this regulation, which means for a maximum duration of three non-renewable years in the case of a "type B researcher" contract of this regulation, for the performance of research, teaching, supplementary teaching and student activities.

2. The appointment referred to in this article must indicate the deadline by which the winner must communicate his/her acceptance.

3. If the winner does not accept, it is possible to draw on the final ranking without prejudice to the procedure referred to in point 9 of the previous article 7 (Rector's decree and approval of the Boards of Directors).

Art. 9- Conclusion of the contract

1. Upon conclusion of the individual fixed-term employment contract, the University invites the interested party to submit the documentation required by the call and the current provisions.

2. The contract, governed by the current provisions on the matter, also as regards the treatment tax, welfare and social security required for employee income, is signed by the President or by the University Managing Director and must contain, among other things, the following indications:
   - the start and end date of the employment relationship;
   - the commitment regime (full or part time) in the case of contracts pursuant to art. 24, paragraph 3, letter a) of the law n. 240/2010;
   - the economic and social security treatment respecting the limits of the current legislation;
   - the relevant structure and related tasks;
   - the disciplinary sector of reference;
   - the venue for carrying out the activities.

Art. 10 - Incompatibility

1. The contracts referred to in this regulation are incompatible:
   - - with any other employment relationships with public and private subjects;
   - - with the ownership of research grants also at other universities;
- - with doctoral and postdoctoral fellowships and in general with any scholarship or grant in any capacity also conferred by third parties.

2. In the event that the candidate holds any other positions he must attach a declaration in which he/she describes the position. Any external paid assignments can only be carried out subject to authorization by the University Academic Bodies and on condition of compatibility with the regime of commitment.

**Art. 12 - Final provisions**

1. For all matters not provided for in this regulation, reference is made to current legislation.