



REGULATIONS for the awarding of teaching contracts for degree programs at Luiss Libera Università Internazionale degli Studi Sociali Guido Carli

(pursuant to Article 23 of Law No. 240 of 30 December 2010)

(with the amendments and additions proposed by the Academic Senate at its sitting on 21 June 2022 and adopted by the Executive Committee at its meeting on 13 July 2022)



Article 1

Subject Matter

These Regulations – issued to implement Article 23 of Law No. 240 of 30 December 2010, the Statutes, the Code of Ethics and the University's regulations – govern the manner and procedures whereby Luiss Libera Università Internazionale degli Studi Sociali Guido Carli awards teaching contracts in order to meet teaching needs.

Article 2

Scope of Application

The awarding of the contracts referred to in Article 1 of these Regulations does not grant rights in relation to tenure at the University and may relate to:

- a. first-level and second-level professors, fixed-term full professors (*professori straordinari*) and fixed-term researchers at Luiss Guido Carli;
- b. the individuals referred to in the preceding subparagraph a., permanent researchers, long-term appointees (*incaricati stabilizzati*) and assistants (*assistenti del ruolo ad esaurimento*) fulfilling the requisites laid down by Article 50 of Decree of the President of the Republic No. 382 of 11 July 1980 who have taught for three years pursuant to Article 12 of Law 341/1990, with adequate academic and professional requisites, belonging to other Italian universities;
- c. those who fulfil the requirements referred to in the preceding subparagraphs a. and b. who are retired as at the date of publication of the call for applications;
- d. individuals appointed within university structures who have undertaken adequate teaching and research, including foreign mother-tongue lecturers under Article 28 of Decree of the President of the Republic No. 382/1980 and the language experts and collaborators referred to in Law 236/1995;
- e. highly qualified experts with a significant academic or professional curriculum;
- f. acclaimed (*di chiara fama*) foreign professors, scholars or professionals;
- g. individuals fulfilling adequate academic and professional requisites.

Article 3

Commencement of the Procedure

After assessing teaching needs and consulting with the Academic Senate, the undergraduate school and the graduate school councils may submit a proposal to the Executive Committee to issue a call for applications to compile lists of suitably qualified individuals (*idonei*) to whom a private-sector full contract for an official course (*contratto di insegnamento ufficiale*) or a private-sector supplemental contract for an official course (*contratto integrativo dell'insegnamento ufficiale*) can be awarded. There is to be a single overall list covering all the academic recruitment fields (*settori concorsuali*) to be advertised.

The call for applications must state:

- a. the academic recruitment field ;
- b. the requirements, procedures and deadlines for participating in the evaluation process;
- c. the criteria for and manner of the evaluation of the candidates, with reference to academic publications, experience or professional skills.

The call for applications shall also specify the periods during which one can submit applications to update the lists in subsequent years after the first one.

The call for applications shall be adequately publicized through posting it on the website of Luiss Guido Carli.

Article 4

Requisites for the Submission of Applications

Applications to participate may be submitted by persons who fall within one of the categories specified in Article 2 of these Regulations and who fulfil the requirements stated in the specific call for applications that they are replying to.

Applicants may apply to be suitably qualified for only one academic recruitment field.



The undergraduate school and the graduate school councils may limit participation in the procedure on the basis of fulfilment of certain individual requirements as specified in Article 2.

Article 5

Deadline for and Method of Submitting Applications

Applications to participate in the evaluation procedure referred to in these Regulations must be submitted by and no later than the deadline specified in the call for applications. Applications are to be submitted in the manner stated in the call for applications. The deadline for submission of applications may not be shorter than fifteen days and runs from the day after the date of publication of the call for applications.

Applications must be accompanied by an academic-professional curriculum vitae and a list of qualifications, publications and professional activities undertaken.

Article 6

Candidate Evaluation Procedures and General Evaluation Criteria

Evaluation of the candidates who have submitted applications is done by the undergraduate school and the graduate school councils, availing of the support of Teaching Area Leaders (TALs).

The evaluation shall be informed by the criteria set out in these Regulations, having regard to teaching needs.

The teaching and academic strength of candidates shall be assessed having regard to their curriculum, qualifications, expressly mentioned publications and teaching and professional experience.

Candidates' professional activities shall be evaluated taking into account the position held, the results attained, the work context and any other useful elements.

Other evaluation criteria, if provided for in the call for applications, are:

1. the coordination of teaching and academic initiatives, aimed at attaining the strategic objectives of Luiss Guido Carli's own education plan;
2. proficiency in one or more foreign languages;
3. international experience, if any, in the academic recruitment field that the call for applications concerns;
4. important work experience gained abroad.

To the extent that they are provided for in the call for applications, the following are preferential qualifications:

1. possession of a PhD or equivalent qualification awarded abroad;
2. national academic qualification (***abilitazione scientifica nazionale***);
3. teaching and research undertaken as part of official university programs;
4. online teaching experience, if any;
5. teaching experience, if any, in line with the education models adopted by Luiss Guido Carli (example: active learning, enquiry-based approach);
6. professional activities undertaken at senior level in important national/international enterprises, professional firms or consultancy firms.

Article 7

List of Suitably Qualified Individuals

At the end of the process and within 60 days after the deadline for the submission of applications, on the basis of the criteria set out in the preceding article the undergraduate school and the graduate school councils shall come to an overall judgment on each candidate and draw up a list of suitably qualified individuals to whom teaching contracts can be awarded.

Recognized suitability will be valid for a period equal to five academic years, starting from the first academic year following the year in which the individual was adjudged to be suitably qualified. During the said five years, the list shall be updated by including thereon the names of the candidates who submit applications by the deadlines set by calls for applications for subsequent years after the first one and who are judged to be suitably qualified following an evaluation procedure done in the manner referred to in Article 6.



Article 8 Awarding of Contracts

Having regard to their own specific teaching and academic needs, the undergraduate school and the graduate school councils that sought the issuing of the call for applications may – by reasoned resolution approved by majority vote and after consulting with the Academic Senate – submit a proposal to the Executive Committee to award teaching contracts to one or more of the candidates adjudged to be suitably qualified.

In the case of teaching to be done through English, the candidate must undergo an interview in English with the academic program director (*direttore del corso di laurea*) prior to the appointment. Should the academic program director maintain that the candidate would be unable to teach the course in English, that shall be communicated to the dean of the relevant school and the TAL. Therefore, the candidate will not be allowed to undertake the teaching duties in question.

The undergraduate school and the graduate school councils may decide not to award any teaching contracts should they maintain that none of those on the list of suitably qualified individuals adequately satisfy the University's teaching needs or should the course not actually start up. In any event, the undergraduate school and the graduate school councils reserve the right to award the teaching contracts to the individuals specified in Article 9 below.

The Executive Committee approves the awarding of teaching contracts, which are signed by the General Manager.

Candidates shall be given detailed information on the University's offer, specifying:

- a. the duration, indicating the relevant academic year;
- b. the gratuity, the remuneration, if any, or the criteria for its determination;
- c. the type of teaching commitment that will be required and the number of hours to be devoted to the various forms of teaching to be delivered;
- d. the deadline by which acceptance must be communicated.

If for any reason whatsoever the candidate does not accept the offer made or in the event of termination of the contract pursuant to Article 19, the University may proceed to replace him or her with other eligible candidates drawn from the list. Where there is no availability within the list of suitably qualified individuals, on an entirely exceptional and transitional basis the University may resort to directly recruiting the individuals referred to in Article 9 below.

Article 9 Exceptions to the Selection Procedures

After consulting with the Academic Senate and acting on a proposal from the undergraduate school and the graduate school councils, the Executive Committee may directly award teaching contracts to the following individuals without the need to go through the evaluation procedure set out in the preceding articles:

1. the tenured faculty referred to in Article 2, subparagraphs a., b. and c., who are or have been classified in the academic recruitment field of the teaching position to be filled, including winners of competitions and other methods of recruitment, including private-sector based, waiting to take up their duties;
2. scholars regularly engaged in teaching and research abroad at university level for at least three years;
3. scholars who occupy an equivalent academic position in university institutions, including foreign ones;
4. scholars who have already undertaken at least three years of teaching and research in Italian universities subsequent to being directly hired on foot of a Ministry of Universities and Research authorization granted within the context of the "Brain Gain" program;
5. awardees of assistant professorship (research) contracts from Luiss Guido Carli;
6. eminent scholars, Italian or foreign, who have achieved duly substantiated academic and/or professional recognition in national or international circles;
7. faculty who stand out for their strong communication and explanation skills (Lecturers);
8. individuals who have gained significant experience in senior positions in prestigious business enterprises, institutions or organizations or are renowned professionals (Professor of Practice or Adjunct Professor);
9. academics of the highest international standing (Honorary Professor);
10. current Luiss Guido Carli research grant holders or Luiss research grant winners waiting to commence work.

After consulting with the Academic Senate and acting on a proposal from the undergraduate school and the graduate school councils, the Executive Committee may directly award supplemental contracts for an official course to individuals holding a



Luisss Guido Carli PhD or studying for a PhD at the University, without the need to go through the evaluation process set forth in the preceding articles.

Article 10

Agreements with Public and Private Bodies

The undergraduate school and the graduate school councils may propose that teaching contracts that are free of charge and without cost for the University be directly awarded to experts belonging to public or private bodies with whom agreements have been signed, including employees of:

- the scientific research and testing institutes referred to point 6 of the table annexed to Law No. 70 of 20 March 1975 as amended;
- Higher Institute of Health (ISS);
- Higher Institute of Occupational Safety (ISPESL);
- Italian Institute of Occupation Medicine (IIMS);
- National Statistics Institute (ISTAT);
- industrial testing stations;
- Research Centre, Experience and Studies for Military Applications (CRESAM);
- "Giancarlo Vallauri" Naval Institute for Telecommunications and Electronics (Marinatele radar);
- Trieste Research Area;
- bodies similar to those listed above.

Article 11

Remuneration

The minimum remuneration for the contracts referred to in these Regulations is determined by decree of the Ministry of Universities and Research in conjunction with the Ministry of the Economy and Finance.

Article 12

Free Contracts

The contracts referred to in these Regulations may be free of charge if entered into with persons who already earn income from employment or self-employment documented through appropriate self-certification.

Article 13

Term of the Appointment and Renewal

Teaching appointments are normally annual and as a rule run from 1 September of the relevant academic year, and may as a rule be renewed for a maximum period of five years.

Article 14

Lecturer and Senior Lecturer

The undergraduate school and the graduate school councils, acting on a proposal from the deans of school, may award 3-year contracts to faculty who stand out for their strong communication and explanation skills. Those individuals shall be required to commit to 120 hours of teaching per academic year. Lecturers so appointed, if any, are classed as a "Lecturer" or "Senior Lecturer" depending on the length of the teaching experience gained at Luiss.

Article 15

Assistant Professor (research)

Department councils, acting on a proposal from the heads of department, may propose to the Executive Committee that 3-year teaching and research contracts be awarded to individuals who have participated in the expressions of interest published by the departments. Such academic staff, who are generally required to commit to at least 60 hours of teaching per academic year, are classed as an "Assistant Professor (research)".



Article 16
Professor of Practice

The undergraduate school and the graduate school councils, acting on a proposal from the heads of department, may propose to the Executive Committee that 3-year teaching contracts be awarded to individuals who have gained significant experience in senior positions in prestigious business enterprises, institutions or organizations or are renowned professionals. Such academic staff are generally required to commit to at least 120 hours of teaching per academic year and are classed as a "Professor of Practice".

Article 17
Adjunct Professor

The Rector may propose to the Executive Committee that teaching contracts be awarded to renowned professionals. In addition to teaching duties, such academic staff are entrusted with organizational tasks (mentoring, placement, fund raising, external relations and international relations) and are classed as an "Adjunct Professor".

Article 18
Honorary Professor (Digital)

By July of each year, the undergraduate school and the graduate school councils may propose that individuals of the highest international standing be appointed to the post of Honorary Professor (Digital) for a 3-year term. However, the total number of Honorary Professors (Digital) may not exceed 15% of the number of full professors in service.

Article 19
Common Provisions

The total number of Lecturers, Senior Lecturers, Assistant Professors (research), Professors of Practice and Adjunct Professors is set by special resolution of the Executive Committee. Lecturers, Senior Lecturers, Assistant Professors (research), Professors of Practice and Honorary Professors are invited to department council meetings when extended to include researchers.

Article 20
Rights and Duties of Contract Holders

In addition to lecturing, holders of a full contract for an official course must attend meetings of academic bodies in accordance with the provisions of the Statutes and the University's regulations. In any case, they may not participate in the deliberations of academic bodies concerning:

1. the awarding of tenured positions;
2. the entering into of teaching contracts governed by these Regulations;
3. tenured faculty or in any event matters that involve them.

They must also compile the syllabi of the courses that they teach, by the deadlines set by the University. Contract professors sit on exam commissions both for individual courses and for the final degree exam and are required to fulfill the associated duties. Contract professors are required to use the teaching platforms provided by the University with regard to interaction with students and storage of teaching materials.

Professors must maintain a continuous relationship with students throughout the academic year, both by being present during office hours devoted to meeting students and by responding promptly to e-mails received at their institutional e-mail account.

Professors also undertake not to engage in any activity during the term of the contract that gives rise to a conflict of interest, actual or potential, and that could in any event prejudice Luiss Guido Carli.

The title granted to academic staff holding full and/or supplemental teaching contracts is strictly limited to the envisaged term of the contract, applies solely in the context of Luiss Guido Carli and cannot be used outside of it. By way of example, academic staff holding full and/or supplemental teaching contracts may under no circumstances use the titles "lecturer", "professor" or "researcher" especially in the case of press or television outings, nor may they use them on business cards, letterheads or, in any case, informational materials. Violation of this provision will result – pursuant to and for the purposes



of Article 1456 of the Civil Code – in the legal termination of the contract for breach on the part of the member of academic staff concerned. Any exceptions must be in writing.

The academic staff referred to in Articles 14, 15, 16, 17 and 18 above may use, only during the term of their contract, the titles of "Lecturer" and "Senior Lecturer", "Assistant Professor (research)", "Professor of Practice", "Adjunct Professor" and "Honorary Professor" respectively subject to the above rules.

Article 21 Incompatibility

No full or supplemental teaching contract may be awarded to those who hold political office, incompatibility that will endure for one year after the expiry of the term of office for those who have held the position of member of the government, deputy, senator, president of a region, mayor of a metropolitan city or general secretary of a party represented in parliament unless the individual is a first-level or second-level tenured professor at an Italian university.

Neither may contracts be awarded to those who further to a conviction at first instance upheld on appeal for the same charge have been sentenced to a term of imprisonment of not less than two years for an offence that required more than negligence for its commission. Precautionary restrictions on personal liberty imposed by the courts during the term of the contract shall be grounds for supervening incompatibility.

The persons concerned must inform the University of any grounds of incompatibility under this article at the time of signature of the contract and in any case during its term within five days after the grounds arise. In that case the contract shall be deemed to be terminated.

Article 22 Nature of the Contract, Social Security and Insurance

The contracts referred to in these Regulations shall be governed, where compatible, by the national collective bargaining agreement for private university personnel of 10 December 2015, and as regards social security by the provisions of Article 2, paragraphs 26 *et seq.*, of Law 335/1995 as amended.

Where necessary the University will arrange insurance coverage against injuries and civil liability for the academic staff covered by these Regulations within the context of the performance of their duties.

Article 23 Termination of the Contract

Contracts shall make provision for termination as of right in the following cases:

1. unjustified failure to start or delay in starting work;
2. unjustified suspension of work for a period longer than a week;
3. failure to continue to meet the requirements set out in Articles 2 and 9;
4. breach by the contract holder of his or her obligation regarding the use of the title;
5. solely where required to be present on the University's premises, a contract holder not resident in Italy must be in possession, prior to commencing performance of the contract, of the authorizations required by the laws and regulations to do the job (including but not limited to entry visa, residence permit, etc.).

Article 24 Kinship Restrictions

The procedure for the awarding of contracts under these Regulations, with the exception of "Assistant Professor (research)", is not open to persons who are related, by blood or marriage up to the fourth degree inclusive (excluding the spouse), to a professor sitting on the council of the school awarding the contract or to members of the Academic Senate and the Board of Directors.

Those who are related, by blood or marriage up to the fourth degree inclusive (excluding the spouse), to a professor belonging to the department awarding the contract or to members of the Academic Senate and the Board of Directors may not participate in the procedure for awarding "Assistant Professor (research)" contracts.



Article 25
Transitional and Final Provisions

Candidates already on the lists of suitably qualified individuals as of the date of issuance of these Regulations are automatically deemed as suitably qualified for possible teaching contracts, without being subject to evaluation. That status will be valid until the 2022/2023 academic year.

Consistent with statutory requirements, Luiss Guido Carli encourages gender balance and any other form of diversity for the purpose of achieving the goals set forth in its Gender Equality Plan.