

LUISS



REGULATIONS on the teaching duties, student services and annual working hours of Luiss Guido Carli tenured professors

(pursuant to Article 6 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 Foreword

Pursuant to Law No. 240 of 30 December 2010 and associated implementing decrees, these Regulations govern:

1. the criteria and methods for the performance of teaching duties and student services by tenured professors, especially with reference to their annual working hours and full-time or part-time employment;
2. the methods for self-certification and verification of the actual performance of the teaching duties and student services referred to in the preceding subparagraph.

Article 2 Definitions

1. For the purposes of these Regulations, the following definitions are adopted:
 - a) teaching duties-teaching: the teaching activities undertaken by tenured professors, through one of the methods envisaged by the Luiss Guido Carli education model (in-person, synchronous online and asynchronous online), for courses (number of hours stated in the **U-GOV Didattica** application) or parts of courses;
 - b) student service activities: include but are not limited to university and post-graduate orientation, assessment of learning outcomes, supervision and co-supervision of theses, tutoring, Summer School commitments and matters in connection with employability and career services, etc.;
 - c) tenured professors: full professors and associate professors, including those seconded to Luiss Guido Carli pursuant to Article 6(11) of Law No. 240/2010 and fixed-term full professors (**professori straordinari**) pursuant to Article 1(12) of Law No. 230/2005.

Article 3 Annual Working Hours

1. Pursuant to Article 6(1) of Law 240/2010, tenured professors may be employed on a full-time or a part-time basis. For research project accounting purposes, the notional annual amount of time to be dedicated to research, study and teaching, including associated preparation, assessment of learning outcomes and organization, is 1,500 hours per annum for full-time professors and 750 hours per annum for part-time professors.
2. The option to work on a full-time or part-time basis shall be exercised by the professor concerned at the time of taking up the position or, in the case of passing from one basis to the other, by submitting an application to the Rector, generally at least six months before the start of the academic year. Exercise of the option entails an obligation to maintain the selected full-time or part-time basis for at least one academic year. As a rule the new basis runs from the start of the academic year (1 September) following that in which the application is submitted.
3. In addition to engaging in research and continuing education, tenured professors shall set aside time for teaching duties, student services, including orientation and tutoring, and assessment of learning outcomes amounting to not less than 350 hours for full-time professors and not less than 250 hours for part-time professors.
4. The division of time among the activities referred to in the preceding Article 3.3 – which solely for the purposes of calculating the total number of hours refers to the period running from 1 September



of any given year to 31 August of the following calendar year – is set out in the following tables 1 and 2 hereunder.

Table No. 1

Compulsory total number of hours of teaching duties and student services for full-time tenured professors

activity	hours per academic year
teaching duties - teaching	120*
student services	230
total hours	350

* a leeway of about 10% is granted in relation to above minimum amount of hours

Table No. 2

Compulsory total number of hours of teaching duties and student services for part-time tenured professors

activity	hours per academic year
teaching duties - teaching	90*
student services	160
total hours	250

* a leeway of about 10% is granted in relation to above minimum amount of hours

5. Should a tenured professor assume specific management duties in connection with the office of vice rector, head of department or dean of an undergraduate, graduate or post-graduate school, the compulsory total number of hours of teaching duties - teaching is reduced to 60 hours, unless expressly waived by the professor concerned. The Rector is totally exempt from teaching duties - teaching, unless expressly waived by the Rector. All of the professors, except for the Rector, are obliged in any event to teach at least one course per academic year.

The Executive Committee, acting on a proposal from a post-graduate school of the University or Sponsoring Body, which sees its tenured professors permanently assigned as part of its faculty, may approve a compulsory number of annual working hours that provides for a number of hours of teaching that is lower than the total number of hours established in the preceding paragraphs, offset by substitute activities such as directorship of academic programs and other tasks. In deciding on the request, the Executive Committee must be put in position by the requesting entity to assess the appropriateness of the workload assigned to the professor and the resulting economic implications for the University.

6. The compulsory total number of hours of teaching duties shall be performed through teaching one or more courses, with priority afforded to degree programs (bachelor's, single-cycle master's and master's). Solely where it proves impossible to use the residual hours, if any, for courses or parts of courses falling within the scope of a degree program or in the event of stated and specific needs, may the total number of hours be completed within PhD programs, first-level and second-level university master's programs and other initiatives organized within the framework of the post-graduate schools.
7. Limited derogations for stated reasons from compulsory total number of hours obligations may be approved by the Executive Committee acting on a proposal from the head of the department of affiliation of the tenured professor to whom the derogation refers.



8. The University's tenured professors may, with their consent, be assigned further courses, parts of courses or workshops on a paid basis solely where they have already completed their compulsory total number of hours of teaching duties - teaching referred to in the preceding paragraphs.

Article 4

Self-certification and Verification of Performance of Teaching Duties and Student Services

1. Professors are obliged to self-certify the teaching duties and student services performed. Self-certification is achieved through a special purpose procedure and in any event by no and no later than 31 August of every year.
2. By 30 September of every year, the relevant head of department shall verify and validate the self-certification relating to the overall body of activities undertaken by tenured professors during the previous academic year, availing also of what is indicated by the schools and the information on the University's information systems (U-GOV etc.).
3. Should the verification process reveal inconsistencies or shortcomings in a tenured professor's scheduled activities without prejudice to any derogation granted under Article 3.7 above, the relevant head of department shall prepare a report for submission to the Rector and the Executive Committee by 30 September so as to enable the latter to take appropriate steps. The Rector may commence disciplinary proceedings in accordance with the applicable rules and regulations and the disciplinary code posted on the University's premises.

Article 5

Transitional and Final Provisions

1. These Regulations apply to all tenured professors, save as provided otherwise in Article 5.2 hereunder.
2. The obligation to hold 60 hours of lectures remains in effect for tenured full or associate professors who commenced working in that capacity at the University with that qualification prior to the 2016/2017 academic year who opted to maintain the lecturing obligation provided for prior to the aforementioned academic year.
The exercise of that option entails in any event an obligation to teach a course and to hold not less than 60 hours of lectures. A leeway of -10% applies to the said minimum number of hours.
Individuals who exercise the option under this Article 5.2 may in any event subsequently expressly waive the exemption granted to them from the applicability of Articles 3.4, 3.5, 3.6, 3.7 and 3.8 of these Regulations. That waiver shall be irrevocable.
3. For matters not expressly provided for in these Regulations, reference is to be made to the relevant laws and regulations in force.
4. These Regulations enter into force on the day after their publication.