



# **REGULATIONS for the awarding of private-sector contracts of employment for fixed-term researchers**

(pursuant to Article 24 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 pursuant to Law No. 168 of 9 May 1989, consistent with the principles set forth in the European Charter for Researchers referred to in European Commission Recommendation No. 251 of 11 March 2005 and implementing Article 24 of Law No. 240 of 30 December 2010 – govern the procedures for awarding private-sector contracts of employment to fixed-term researchers pursuant to Article 24 of Law No. 240 of 30 December 2010.

## **Article 2** **Commencement of the Procedure**

Within the limits of the positions envisaged in the strategic plan and after assessing teaching, research and student service needs, the Department Councils may propose to the Executive Committee – through the Rector and after having consulted with the Academic Senate – that calls for applications be issued for positions of fixed-term researcher to be filled through awarding private-sector fixed-term contracts of employment, broken down by academic recruitment field (**settore concorsuale**), specifying a possible profile defined solely through indicating one or more academic discipline fields (**settori scientifico-disciplinari**), and to be achieved through a selection process the workings of which are to be public.

The call for applications must state the details set out hereunder:

- a. the type and term of the contract, which may be one of the following:
  1. a three-year contract that can be extended for a further two years, pursuant to Article 24(2)(a) of Law 240/2010, i.e. a ‘junior researcher’ contract;
  2. a three-year contract that cannot be extended, pursuant to Article 24(3)(b) of Law 240/2010, i.e. a ‘senior researcher’ contract;
- b. the relevant department;
- c. the academic recruitment field and possible profile defined solely through indicating one or more academic discipline fields;
- d. the requirements, procedures and deadlines for participating in the public selection process for the advertised position.

The call for applications must also give detailed information on the specific functions of the position, rights and duties, remuneration and social security, and the type of teaching and academic commitment that will be required, including referring to the internal composition of the various fields; and which foreign language is to be ascertained at the seminar test.

The call for applications must be adequately publicized through publication in the Official Gazette of the Italian Republic – 4<sup>th</sup> special series and posting on the websites of Luiss Guido Carli, the Ministry of Universities and Research and the European Union. The call for applications may also be published in and on national and international academic journals and websites.

## **Article 3** **Requisites for the Submission of Applications**

Applications to participate in the selection procedure may be submitted by persons who hold a PhD or equivalent qualification awarded in Italy or abroad. The competition is not open to persons already previously hired on permanent contracts as first-level or second-level university professors or as researchers even though no longer working as such. Candidates must be capable of teaching courses and authoring research reports also in the foreign language specified in the call for applications.

For non-renewable three-year contracts as a senior researcher under these Regulations, applications to participate in the selection procedure may be submitted solely by those persons who have held a contract as a junior researcher under these Regulations, who have obtained national academic qualification (**abilitazione scientifica nazionale**) for first-level and second-level functions under Article 16 of Law 240/2010 or who have been the awardees for at least three years (not necessarily consecutive) of research grants under Article 51(6) of Law No. 449 of 27 December 1997, research grants under Article 22 of Law



240/2010, post-doctoral fellowships under Article 4 of Law No. 398 of 30 November 1989, or analogous contracts, grants or scholarships in foreign universities.

Furthermore, applications may not be submitted by persons who have had contracts as holders of research grants or as fixed-term researchers under Articles 22 and 24 of Law 240/2010 at Luiss Guido Carli, any other public, private or distance learning Italian universities or the bodies referred to in Article 22(1) of Law 240/2010 for a period which, added to the envisaged term of the advertised contract, exceeds twelve years in total, continuously or otherwise. Statutory maternity or sick leave will not count for the purposes of the duration of the said relations.

#### **Article 4 Deadline for and Method of Submitting Applications**

Applications to participate in the public selection procedure referred to in these Regulations must be sent to the Rector by post or special purpose electronic means, by and no later than the deadline laid down in the call for applications. The deadline for submission of applications may not be shorter than 30 days and runs from the date of publication of the notice (**avviso**) regarding the competition in the Official Gazette – 4<sup>th</sup> special series.

Applications must be accompanied by the following:

- a. academic-professional curriculum vitae;
- b. list of qualifications and publications;
- c. qualifications, publications and work that the candidate intends to submit for evaluation subject to the maximum specified in the call for applications;
- d. PhD thesis (or equivalent qualification as per Article 3).

#### **Article 5 Candidate Comparative Evaluation Procedure and General Evaluation Criteria**

The preliminary evaluation of the candidates who have submitted applications will be done by an Examining Commission made up of three current or former tenured professors, including from foreign universities, appointed by the Department Council.

The members of the Commission are chosen from among professors of high academic standing and at least two members must belong to the overall academic recruitment field encompassing the academic recruitment field and the academic discipline field, if any, that the selection concerns. In all cases at least one member of the Commission must belong to the academic recruitment field that the selection concerns.

The Department Council must state reasons for any appointment of members of the Commission belonging to an overall academic recruitment field different from that which the call for applications concerns.

The Commission will appoint one of its number as the chairperson.

The Commission may avail of collegial electronic work tools in the manner provided for in the call for applications.

Should a commission member be replaced during the course of the procedure, everything done up to the time of that replacement shall remain valid and effective pursuant to the principle of conservation of legal acts.

Preliminary evaluation of candidates will be carried out in accordance with the criteria and parameters, including internationally recognized ones, laid down by Ministerial Decree No. 243 of 25 May 2011, as set out below.

##### ***1. Evaluation of qualifications and curriculum***

The Examining Commission will make a reasoned assessment followed by a comparative evaluation – referring to the specific academic recruitment field and a possible profile defined solely through indicating one or more academic disciplines fields – of the curriculum and the following qualifications, duly documented, of the candidates:

- a) PhD or equivalent, awarded in Italy or abroad;



- b) teaching activities, if any, at university level in Italy or abroad;
- c) documented training or research activities at qualified Italian and foreign institutions;
- d) accomplishment of design activities relating to the academic recruitment fields where such is envisaged;
- e) organization, direction and coordination of national and international research groups or participation therein;
- f) ownership of patents relating to the academic recruitment fields where such is envisaged;
- g) speaker at national and international congresses and conventions;
- h) national and international prizes and recognition for research activities;
- i) European specialization diploma recognized by international boards relating to those academic recruitment fields where such is envisaged.

The evaluation of each qualification specified in this point 1 is made considering specifically the significance that it has regarding the quality and quantity of the research activities carried out by the individual candidate.

## **2. Evaluation of academic output**

In making the preliminary evaluation of the candidates the Examining Commission takes into account solely publications or papers accepted for publication in accordance with the rules in force and essays included in collective works and articles published in electronic and print journals except for internal notes or departmental reports. PhD theses or equivalent qualifications are taken into account even if they do not meet the conditions set out in this section.

The Commission makes the comparative evaluation of the publications referred to in the preceding paragraph on the basis of the following criteria:

- a) originality, innovativeness, methodological rigor and relevance of each academic publication;
- b) consistency of each publication with the academic recruitment field that the selection procedure concerns and with a possible profile, defined solely through indicating one or more academic discipline fields, or with connected interdisciplinary subjects;
- c) academic importance of the editorial positioning of each publication and its dissemination within the academic community;
- d) analytical determination, including on the basis of criteria recognized in the relevant international academic community, of the individual contribution of the candidate in the case of participation in a collaborative work.

The Commission will also assess the amount of the candidate's overall academic output, its intensity and its continuity over time, with particular attention to the last three years for "junior researchers" and the last five years for "senior researchers", except for adequately documented periods of involuntary absence from research activities, especially to attend to parental duties.

In the context of academic recruitment fields in which their use is established internationally, in evaluating publications the Commission will rely on the following indicators as at the deadline for submitting applications:

1. total number of citations;
2. average number of citations per publication;
3. total "impact factor" (where calculable);
4. average "impact factor" per publication (where calculable);
5. combinations of the above parameters suited to assessing the impact of the candidate's academic output (Hirsch index or similar).

At its first meeting, and in any case before accessing the names of candidates, the Commission will decide which databases to use in applying the above indicators.

On the basis of the preliminary evaluation of the candidates expressed through a reasoned and detailed judgment on qualifications, curriculum and academic output, including PhD thesis (if any), the Commission



will proceed to admit the most comparatively deserving candidates – in a number ranging between 10% and 20% of the total – to the public discussion of qualifications and academic output, which shall be held in seminar form in a foreign language and will focus on the candidate's research activity with the possibility for questions to be taken.

All candidates will be admitted to the discussion should their number be six or fewer. Admitted candidates will not be reimbursed their expenses. The Commission summons those admitted to the seminar, giving them not less than twenty calendar days' notice. At the same time the Commission may, where the call for applications so envisages, check adequate knowledge of the foreign language through an oral test.

At the end of the seminar, the Commission awards points to the qualifications and publications, as well as to the presentation given at the seminar. The Commission may award up to a maximum of 30 points for qualifications, up to a maximum of 40 points for publications and up to a maximum of 30 points for the presentation given at the seminar.

Upon completion of its work the Commission will come to an overall judgment on each candidate and will compile a ranking to be sent to the Department Council.

The Commission will conclude its work within four months after its appointment. The Rector may extend once and by two months at most the deadline for the conclusion of the procedure for stated reasons given by the commission chairperson.

Taking account of the Examining Commission's judgment as well as teaching needs, the profile and the functions indicated in the call for applications, the Department Council will establish, by reasoned and favorable vote of the absolute majority of first-level and second-level professors, a ranking to be sent to the Rector for the latter's opinion and for subsequent forwarding to the Executive Committee concerning the designation of the winner. The Department Council may decide not to designate a winner, specifying why the professional profiles of the candidates do not meet its teaching and academic needs.

The winning candidate will be given detailed information on the University's offer, including the economic terms proposed. At the same time that candidate will be informed of the deadline by which he or she must communicate acceptance of the offer. If for any reason whatsoever the winning candidate does not accept the offer made, the University may proceed to replace him or her with other suitable candidates following the ranking order that may have been compiled.

## **Article 6 Working Hours and Remuneration**

The call for applications may stipulate that researcher contracts under these Regulations are to be on a full-time basis.

The total annual number of working hours to be dedicated to teaching activities, supplementary teaching activities and student services is 350 hours, including at least 120 hours of lectures, for full-time contracts and 200 hours, including at least 90 hours of lectures, for part-time contracts.

The remuneration of a junior researcher hired pursuant to these Regulations will be the same as the starting remuneration for confirmed researchers depending on whether the contract is full-time or part-time. The annual gross all-inclusive remuneration of a senior researcher will be the same as the starting remuneration for confirmed full-time researchers, increased by up to a maximum of 30 per cent. The Executive Committee may pay researchers extra for their work.

## **Article 7 Hiring**

The winner will be offered a private-sector fixed-term contract of employment pursuant to Article 24 of Law 240/2010, for a maximum term of three years renewable solely for a further two years if hired as a junior researcher under these Regulations or for a non-renewable maximum term of three years if hired as a senior researcher under these Regulations. As a rule the contract will commence thirty days after communication of the offer of employment to the winning candidate.

The contract will state the teaching, academic and student services commitments required as well as the remuneration and social security terms offered.



The offer referred to in this article must state the date by which the winner must communicate acceptance in order for the contract to be valid.

## **Article 8 Incompatibility**

Contracts under these Regulations are incompatible with:

- any other employee-employer relationship with any public or private employer;
- holding research grants, including at other universities;
- doctoral and post-doctoral fellowships and in general any scholarship or grant in any guise awarded, including by third party bodies.

Any candidate who holds other offices or positions must attach a statement specifying the type of work involved. Any remunerated external positions may be held solely upon prior authorization of this University's academic authorities and on condition that they are compatible with the researcher's working hours commitment.

Contracts under these Regulations do not grant rights in relation to tenure.

Performance of contracts under these Regulations grants priority in competitions for public sector employment.

## **Article 9 Work Assessment**

At the end of the first three years of a junior researcher contract under these Regulations, for the purposes of extending the term of the contract for a further two years the activities carried out by the researcher will be subject to assessment in accordance with the methods, criteria and parameters established by ministerial decree.

The assessment will be carried out by a commission made up of three tenured professors, working in the same or comparable academic discipline field, appointed by the Department Council. The decision on confirmation is informed also by the criteria set out in Article 5 above and is made having regard to the carrying out of teaching activities, individual performance in accordance with procedures laid down by the University, the research projects undertaken and the academic publications produced.

On the basis of the commission's assessment under this article the Department Council will resolve on the proposal to extend the junior researcher contract for subsequent decision by the Executive Committee.

## **Article 10 Kinship Restrictions**

The procedure for the awarding of contracts under these Regulations is not open to persons who are related, by blood or marriage up to the fourth degree inclusive, to a first-level or second-level professor belonging to the department issuing the call for applications, the Rector, the General Manager or a member of the University's Board of Directors.

## **Article 11 Transitional and Final Provisions**

Senior researcher contracts under these Regulations may be concluded, in the manner provided for in herein, also with persons who for at least three years held contracts entered into pursuant to Article 1(14) of Law 230/2005.

For matters not expressly provided for in these Regulations, reference is to be made to the relevant laws and regulations in force.

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