



**Università Ca' Foscari Venezia**  
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Rector Decree No. 179/2023

Prot. No 57199 of 17 February 2023

**Subject: Public selection procedure for No. 1 fixed-term researcher in compliance with Art. 24, Par. 3, Letter b) of Italian Law No. 240, 30 December 2010, academic recruitment field 10/D3 (Latin language and literature), academic discipline L-FIL-LET/04 (Latin language and literature).**

### The Rector

Having regard to the Italian Law 168, 9 May 1989;  
Having regard to the Italian Law 241, 7 August 1990, as amended and supplemented;  
Having regard to Pres. Decree 445, 28 December 2000, on administrative documentation, as amended and supplemented;  
Having regard to the Italian Personal Data Protection Code adopted by Leg. Decree 196, 30 June 2003;  
Having regard to the Regulation EU 2016/679;  
Having regard to the Italian Digital Administration Code adopted by Leg. Decree 82, 7 March 2005;  
Having regard to the Regulation about personal data protection of Ca' Foscari University, issued by D.R. no. 190 of February 22 2021  
Having regard to the Regulation of the University about the "Freedom of Information Act (FOIA)"  
Having regard to the law of 9 January 2004, n. 4 "Provisions to facilitate the access of disabled people to IT tools" and its amendments and additions;  
Having regard to the Italian Law 106, 15 April 2004, and related Pres. Decree 252, 3 May 2006;  
Having regard to Art. 1, Par. 105 of Italian Law 311, 30 December 2004, providing for a three-year staff recruitment programme;  
Having regard to the Min. Decree 363/1998 and Leg. Decree 81/2008 as amended and supplemented concerning safety at work;  
Having regard to the Code of Ethics and Conduct of the University;  
Having regard to the University Bylaws;  
Having regard to the Decree of the General Director no. 46/2023  
Having regard to the Italian Law 240, 30 December 2010, in particular Art. 24;  
Having regard to art. 14 c.6 quinquiesdecies of Leg. Decree on 30 April 2022, as amended by the Law of conversion on 20 June 2022, no. 79;

- Having regard to the note of the Minister of University and Research no. 9303 on 8 July 2022;
- Having regard to the Min. Decree 242, 24 May 2011, on the "Criteria and parameters for the evaluation of teaching and research activities conducted by holders of contracts under Art. 24 of Law no. 240/2010";
- Having regard to the Min. Decree 243, 25 May 2011, on the "Criteria and parameters acknowledged nationally and internationally for the preliminary assessment of applicants for contracts pursuant to art. 24, paragraph 2, section c, of Law 240/2010";
- Having regard to Pres. Decree 232, 15 December 2011, on the Regulation governing professors and researchers' salaries, in accordance with Law 240, 30 December 2010, Art 8, par. 1 and 3;
- Having regard to DPCM 25 July 2022 on the ISTAT adjustment of the economic treatment of non-contractual staff
- Having regard to the resolution of 8 September 2014 with which the Board of Governors determined the remuneration of the fixed-term researcher art. 24 paragraph 3 letter b) Law 240/2010;
- Having regard to Lgs. Decree 49, 29 March 2012, concerning: "Discipline for programming, monitoring and evaluation of budgetary and recruitment policies of universities";
- Having regard to the Prime Ministerial Decree of 24 June 2021
- Having regard to the Min. Decree 855, 30 October 2015, on the redetermination of academic recruitment fields, joined into groups of academic recruitment fields;
- Having regard to the Min. Decree 662, 01 September 2016, for determining the tables of correspondence between the Italian and foreign academic positions as per Article 18, para. 1, section (b) of Law 240/2010;
- Having regard to the Regulations governing the public selections and call of fixed-term researchers in compliance with Art. 24 of the Italian Law 240/10;
- Having regard to the resolution of 17-18 February 2021 with which the Department of Humanities requested the activation of the researcher contract referred to in the object;
- Having regard to the resolution of 24 November 2022 with which the Department of Humanities approved the specifics for the position referred in the object;
- Having regard to the resolutions of the Academic Senate and Board of Governors, respectively on 25 January 2023 and on 3 February 2023, which approved the departments teaching and research staff plan for the period 2023-2025, and authorized the procedures relating to the year 2023, including the one mentioned above.
- Having regard to the availability of staff hiring capacity of the Department of Humanities;
- Acknowledging that the proposing structure has certified its compliance with Italian Law and University Regulations

## **DECREES**

### **Art. 1**

### **Announcement of the public selection procedure**

A public selection procedure is opened for No. 1 fixed-term researcher (36 months) in compliance with Art. 24, Par. 3, Letter b) of Italian Law 240, 30 December 2010.

|   |  |
|---|--|
| Academic recruitment field  | 10/D3 Latin language and literature  |
| Academic discipline   | L-FIL-LET/04 Latin language and literature   |
| Department  | Humanities   |
| Work place  | Ca' Foscari University Venice, Department of Humanities  |
| Teaching activities, also integrative, and service provided to students and research activities | <p>Teaching commitment: teaching in Bachelor degrees, Master degrees, Ph.D. (maximum of 90 hours); educational activities, both integrative and students tutoring.</p> <p>The researcher will conduct these courses:</p> <ul style="list-style-type: none"> <li>- Laboratorio di Latino 1 (<i>Latin laboratory</i>), 40 hours, bachelor degree in Lettere (<i>Humanities</i>);</li> <li>- Laboratorio di Latino 2 (<i>Advanced latin laboratory</i>), 20 hours, bachelor degree in Lettere (<i>Humanities</i>);</li> <li>- Lingua e letteratura latina (<i>Latin language and literature</i>), 6 of 12 CFU, 30 hours, bachelor degree in Lettere (<i>Humanities</i>);</li> </ul> <p>Research commitment: While maintaining as a reference the wide range of studies described in the declaratory of the academic discipline L-FIL-LET/04, the researcher will be particularly required to do research in the area of Latin grammar, lexicography and linguistics (both synchronic and diachronic); a commitment to the field of latin teaching will be also requested.</p> |
| Foreign languages of which will be verified the knowledge                                       | English  |
| Language of the interview   | Italian  |
| Maximum number of published works which can be presented, in addition to the PhD dissertation   | 12   |

## Art. 2

### Requirements for the admission to the selection procedure

The Selection Procedure is open to both Italian and foreign applicants holding a PhD or an equivalent degree awarded in Italy or abroad.

The participation is limited to candidates who:

1) obtained a National Scientific Qualification pursuant to art. 16 of Law 240/2010 for the functions of Associate or Full Professor

**or**

2) have benefited for at least three years, even not-consecutive, of:

a) contracts according to art. 24, paragraph 3, letter a) of Law 240/2010; or

b) contracts according to Art. 14, paragraph 1 of Law 230/2005;

c) research grants according to art. 51, paragraph 6, of Law 449/1997 and additions, or postdoctoral fellowships according to art. 4 of Law 398/1989, or similar contracts, grants or scholarships in foreign universities;

d) research grants according to art. 22 of Law 240/2010.

The contracts and the grants mentioned above can be combined in order to achieve the minimum period of three years referred to in this paragraph,

**and who satisfy at least one of the following requirements:**

a) being in possession of a Phd degree, a research grant or a contract of research according to art. 24 par. 3 letter a)) in a University different from the one of the master degree or an equivalent qualification. Alternatively, candidates should have achieved their Phd degrees, their grants and research contract in institutions abroad, or in the framework of an agreement for a joint degree between two or more Universities;

b) to have completed at least one year (with characteristics of substantial continuity even if distributed over several periods) of documented post-doctoral or equivalent research in academic institutions abroad.

Applicants must be in possession of the requirements at the closing date for the application to the selection. The Committee, as defined in the next art. 6, evaluates the qualifications required for the admission, such as the analogy of contracts, grants or scholarships held in foreign Universities with those provided by Italian law and the equivalence of qualifications obtained abroad, if not provided by law.

The Exclusion from the selection procedure is issued by the Rector and communicated to the candidates concerned.

The following are excluded: anyone who has benefited from any research fellowship or fixed-term research contracts as provided in Arts. 22 and 24 of Italian Law 240/10 at Ca' Foscari University Venice or at any other Italian public, private or online University or institution according to Par. 1 of Art. 22 of Italian law 240/10 for more than 12 years considering also the intended duration of the contract for the position of this call. Periods of maternity or sick leave

shall not be counted according to the current legislation. Academics who have already been employed on permanent positions as Full and Associate Professors or as researchers, even if no longer in service, cannot participate in this selection procedure.

Candidates with a family relationship or affinity up to the fourth degree with Professors working at the Department mentioned in art.1, as well as with the Rector, Administrative Manager or any other member of the Board of Governors as provided in Art. 18, Par. 1, Letter b) and c), of Italian Law 240/2010 are excluded from the selection.

The selection procedure is not open to:

- 1) Anyone not entitled to exercise civil and political rights;
- 2) Anyone dismissed or relieved from office with a Public Administration for consistently poor performance;
- 3) Anyone dismissed from a job in the civil service as provided in Art. 127, Letter d) of D.P.R. 10/1/1957, No. 3.

This Administration guarantees fairness and gender equal opportunities in employment access and conditions.

### **Art. 3** **Application submission procedure**

Candidates must submit their application using the online procedure available at:

<https://apps.unive.it/domandeconcorso-en/accesso/rtdb-2023ifillet04>

within the thirtieth day following the date of publication of the call in the Italian Republic Official Gazette, at 1.00 p.m. CET. If this deadline is on a public holiday, it is postponed to the next working day.

Note: candidates must complete the application in all its required fields and upload all the necessary documents. Only then candidates will receive an individual alphanumeric code to the email address registered in the application. It is possible to modify the application and the files in attach, returning to the procedure using the alphanumeric code until the deadline, (Then, the link will be blocked and it will no longer be possible to modify the application).

**No other form of submission is allowed.**

Candidates are invited to contact Ca' Foscari University Teaching Competitions Unit for further information: +39 0412348269- +39 0412348217- +39 0412348268 +39 0412348135, email: pdoc.concorsi@unive.it

Candidates must clearly state in the application their names and surnames, their date and place of birth and their tax identification numbers.

Candidates who do not hold an Italian citizenship are invited to generate an Italian tax identification number valid only for the purposes of this call using the link in the lower right corner of the online application form (see "Calculate Italian tax identification code (codice fiscale)")

The following personal data are required to generate the tax identification code:

- Name;
- Surname;
- Gender;
- Date of birth;
- Country of birth

Please note that:

- 1 - the country of birth should be written in Italian and in capital letters (e.g.: STATI UNITI, SPAGNA, REGNO UNITO)
  - 2 - it is necessary to click on the suggestion that appears under the bar while typing the country of birth.
- The tax identification must have 16 digits.

All candidates must declare:

- 1- Their citizenship;
- 2- That they are in possession of a PhD awarded in Italy or abroad;
- 3- That they obtained a National (Italian) Scientific Qualification pursuant to art. 16 of Law 240/2010 for the functions of Associate or Full Professor  
or  
- That they have used for at least three years, even not-consecutive:
  - a) Italian contracts according to art. 24, paragraph 3, letter a) of Law 240/2010; or
  - b) Italian contracts according to Art. 14, paragraph 1 of Law 230/2005; or
  - c) Italian research grants according to art. 51, paragraph 6, of Law 449/1997, and additions, or Italian postdoctoral fellowships according to art. 4 of Law 398/1989, or similar contracts, grants or scholarships in foreign universities; or
  - d) Italian research grants according to art. 22 of Law 240/2010.
- 4- That they satisfy at least one of the following requirements:
  - a) being in possession of a Phd degree, a research grant or a contract of research according to art. 24 par. 3 letter a)) in a University different from the one of the master degree or an equivalent qualification. Alternatively, candidates should have achieved their Phd degrees, their grants and research contract in institutions abroad, or in the framework of an agreement for a joint degree between two or more Universities.  
or
  - b) to have completed at least one year (with characteristics of substantial continuity even if distributed over several periods) of documented post-doctoral or equivalent research in academic institutions abroad.
- 5- That they do not have, nor have benefited from any research fellowship or fixed-term research contracts as provided in Arts. 22 and 24 of Italian Law 240/10 at Ca' Foscari University Venice or at any other Italian public, private or online University or institution according to Par. 1 of Art. 22 of Italian law 240/10 for more than 12 years considering also the intended duration of the contract for the position of this call
- 6- That they have not already been employed in Italian Universities on permanent positions as Full and Associate Professors or as researchers, even if no longer in service;
- 7- That they have not a family relationship or affinity, up to the fourth degree, with professors belonging to the Department of the position of this call, or with the Rector, the General Director or any other member of the Board of Governors;

- 8- That they have not been convicted of a crime nor they are informed of being subject or pending to criminal proceedings against them;
- 9- That they are or are not employees in a Public Administration;
- 10- That they have not been dismissed for consistently poor performance or that they have not been declared as decayed from any office in the Italian Public Administration as provided in Art. 127, Letter d) of President Decree 3, 10.01.1957;
- 11- That they are aware that all communications to candidates will be posted on the University website as a notification for all intents.

The failure to declare what mentioned in the above paragraphs will cause the exclusion from the selection procedure.

Italian candidates shall also report:

- In which electoral roll they are registered (municipality) and eventually motivate the non-registration or deletion from it;
- Their current situation concerning military service.

Foreign candidates shall also state:

- That they exercise civil and political rights in their country or give the reasons for failure to do so;
- That they have adequate Italian language skills.

Candidates with disabilities shall specify if they require any support in order to attend the interview.

In their application candidates should also include their address, their telephone number, mobile number and an e-mail address for notification.

The University Administration declines all responsibility for any failed notification due to the incorrect communication by the candidate of the above-mentioned contacts as well as for any failed or delayed communication about their modification, and for any failure in the delivery by postal or telegraphic services, even if due to third parties, unpredictable events or extenuating circumstances.

Candidates must also attach the following to their application:

- Their curriculum vitae listing their scientific and teaching activities, written in Italian and in English, signed in original and declaration of veracity as provided in Arts. 46 and 47 of Pres. Decree 445/2000;
- Documents confirming the qualifications to meet the requirements for the selection procedure (if they are issued by other Italian Public Administrations candidates are invited to submit self-declaration) with a signed list of them;
- A signed list of the publications they intend to submit for the purposes of Art. 1 of these competition regulations;
- A copy of a valid identity document.

According to the University actions within the Human Resources Strategy for Researchers (HRS4R), candidates are invited to submit a cover letter to their CV.

The term “Qualifications” refers to academic and professional qualifications, specialisations, licences, training, updates and similar titles.

European Union citizens may:

- Submit scanned certified copies of their qualifications, as provided in Art. 19 and 47 of Pres. Decree 445, 28 December 2000 (attachment A). Candidates are invited to provide a legally recognised translation of the documents in Italian by an embassy or an official translator

or

- Declare that they meet the requirements filling and signing a self-executed certificate (Attachment A). The certificate is compulsory if the qualifications are issued by other Italian Public Administrations.

Non-EU citizens with a regular residence permit may submit certified copies of their qualifications. Self-executed certificates must be used in accordance with the procedure for EU citizens whenever it is necessary to provide proof of status, facts or personal qualities certifiable or confirmable by Italian public agencies or if the production of self-executed certificates takes place under international agreements between Italy and the country of origin of the candidate.

Non-EU citizens without a regular residence permit may submit scanned copies of qualifications, authenticated or declared conform to the original.

Certificates that are not issued by relevant authorities of the applicant’s Country of origin must be submitted with a translation authenticated by the Italian consular authority as a certificate of conformity with the original.

The Administration will verify the contents of all the documents submitted.

No reference may be attached to documents presented to this or other administrations in the application forms of other selection procedures.

#### **Art. 4 Publications**

Candidates must upload their publications as pdf files, in slots of the electronic procedure for a maximum capacity of 50 MB each (it is possible to upload .zip folders with more publications). It is recommended that the names of the files in the folder do not exceed 20 characters).

Published works not uploaded within the closing date shall not be considered by the Examining Board.

Links to publications or works saved in online storage clouds or webpages will not be considered as valid for the evaluation.

If a candidate presents more publications than required, the Commission will evaluate them in the order specified in the list of publications produced by the candidate, up to the limit provided. For the purposes of this selection procedure only published works, texts accepted for publication, essays in anthologies and articles published in hard copy or digital format magazines in accordance with the current law will be assessed, while internal notes or departmental reports are excluded.



For joint-authored publications the candidates may include a statement declaring the incidence of their contribution. Otherwise, joint-authored publications may be evaluated provided it is possible to identify the individual contribution of the candidate on the basis of its coherence with their overall scientific activity.

The Examining Board will have access to the publications in digital format only for competition purposes, considering the existing legislation concerning publishing and copyright.

#### **Art. 5**

### **Exclusion from the selection procedure**

Candidates are conditionally admitted to the selection procedure. The exclusion, due to lack of the requirements on the expiry date, is ordered at any time, even after the discussion has taken place. The exclusion is ordered by a motivated decree signed by the Rector and notified to the candidate concerned to the email address typed in the application.

#### **Art. 6**

### **Composition of the Examining Board**

The Board is formed by three Professors mainly from other universities (also foreign universities), proposed with a resolution approved by the Department Board and appointed by a Decree of the Rector. The Board may be supported by one or more experts for the assessment of the language proficiency.

The appointment of the Examining Board must be carried on in compliance with Art. 7 of Regulations governing the public selections of fixed-term researchers.

The appointment of the Board shall be published online on the University website.

#### **Art. 7**

### **Roles of the Examining Board**

The Examining Board can make use of telematic tools in any stage of the procedure.

the Board verifies the possession of the requirements of each candidate, according to art. 2 of this call. Then, the Board will conduct a preliminary assessment of the candidates, providing a motivated evaluation of the carrier, the publications submitted for the selection procedure and the research activity according to criteria and parameters recognised at international level, identified by Ministerial Decree 243, 25 May 2011, in accordance with the guidelines for the evaluation in Annex no. 1 of the Regulations governing the public selections of fixed-term researchers in compliance with Art. 24 of the Italian Law 240/2010.

he Board will admit between 10 and 20 percent of the candidates, for a minimum of six, according to the results of the preliminary assessment, to the public discussion about their qualifications and scientific work; In case the number of candidates who meet the requirements is equal to or less than six, all of them will be admitted to the discussion.

After the discussion the board will grade the qualifications and each publication presented by the candidates admitted to the discussion. The board will write an overall evaluation about the qualifications and the publications of the candidates admitted to the discussion, stating whether they are eligible for the position of this call together with a concise evaluation.

The procedure does not involve additional written exams or other examinations.

**The University will publish on 10 May 2023 on the official webpage <http://www.unive.it/bandi-ric240> the date of the discussion and the list of the candidates admitted to it, or the eventual postponement of these communications.**

The publication of this announcement is equivalent to a legal notification. Therefore, candidates are required to attend the discussion, without any additional notice, on the day and at the hour specified in the communication mentioned above. Candidates admitted who will not attend the discussion will be considered as withdrawing from the selection procedure.

Attending candidates must present a valid identity document.

The Board must conclude its activities within three months from the appointment decree, unless otherwise specified. The deadline may be postponed due to proven exonerating circumstances communicated by the Board Chair. In case of failure to conclude the activities of the Board by the date established, the Rector shall issue a decree concerning the replacement of members responsible for the delay as well as fixing a new closing date for the conclusion of activities.

### **Art. 8 Validity of the proceedings**

The proceedings of the Board are attested in the minutes of the meetings, together with the related attachments that shall be sent by the Board Chair to the ARU (Ca' Foscari Human Resources Area) – Teaching Staff Office, Ca' Foscari University Teaching Competitions Unit within 7 days after the conclusion of the Board activities for assessment of the proceedings and approval of the minutes by a Decree of the Rector.

Once the minutes have been approved, the proceedings are sent to the recruiting Department Head and published by insertion in the University website at the following address <http://www.unive.it/bandi-ric240>. This insertion will be announced by a notice in the Official Gazette (<http://www.gazzettaufficiale.it/index.jsp>)

The deadline for any appeal starts from the date of publication of this notice.

In line with the legislation on access to documents and with the provisions of Law no. 4, the request for access to the documents can be sent to Ca' Foscari University Teaching Competitions Unit via email ([pdoc.concorsi@unive.it](mailto:pdoc.concorsi@unive.it)), via PEC (Certified e-mail) at the address [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it) or according to the indications available at <https://www.unive.it/pag/11143>.

### **Art. 9 Conclusion of the selection and appointment**

Within two months from the receipt of the proceedings, the Department Board proposes to the Board of Governors the comparatively best candidate among the eligible as resulted by the proceedings of the Examining Board. In case of tie, preference will be given to the candidate with higher consistency with the call requirements and with more experience in university teaching.

The resolution will take care to highlight, in any case, the precise reasons for the choice of the candidate

## **Art. 10**

### **Drawing-up of contract**

The Administration invites the selected candidate to send all documentation required according to the current legislation and the regulations about competitions within 30 days from the drawing-up of the individual fixed-term employment contract. The contract shall be drawn up by the Rector or her/his representative on behalf of the University.

The selected candidate may be requested to sign the contract by a hand-written or digital signature.

So, the candidates are invited to verify whether they already have the necessary device for the digital signature in line with AGID-Agenzia per l'Italia Digitale – Digital Italy Agency (<https://www.agid.gov.it/it/piattaforme/firma-elettronica-qualificata/prestatori-di-servizi-fiduciari-attivi-in-italia>). In case they do not have it, they are invited to get this device in time for the stipulation of the contract.

The employment is governed by the individual contract and by the regulations in force also regarding the tax, welfare, social treatment for employee income.

The gross annual pay for a fixed-term full-time researcher corresponds to the initial remuneration of the full-time researcher, raised by 20% (nowadays in the amount of € 44.207,68).

The contract will specify the causes of termination. In case of annulment of the selection procedure, the contract will be terminated.

The recruiting Department decides the employment start date based on the research and teaching requirements, and according to the available funds and any other legal constraints.

This Administration reserves the right not to hire or to delay the recruitment in case hindering circumstances arise, whether for legal, organisational or financial motives.

Considering resources available for staff hiring programmes, the University evaluates the researcher during the third year of the contract, in case of achievement of the Scientific Qualification pursuant to art. 16 of Law 240/2010, for the appointment as Associate Professor, pursuant to art. 24 paragraph 5, Law 240/2010.

## **Art. 11**

### **Incompatibilities**

The incompatibilities for public Administration employees, and in particular those resulting from Article 53 of Legislative Decree no. 165/2001, are applied to the employment contract established in accordance with this call.

## **Art. 12**

### **Information about the processing of personal data**

The processing of personal data provided by candidates or otherwise acquired by the University is aimed only for the purposes of the selection procedure and will be managed in compliance with national and Community legislation (Legislative Decree 196/2003 and EU Regulation 2016/679). The provision of data is necessary to evaluate candidates' requirements and qualifications.

See the "Privacy" attachment for further details.

The Processing Controller is Ca' Foscari University of Venice, based in Dorsoduro no. 3246, 30123 Venice (Italy) - certified electronic mail [protocollo@pec.unive.it](mailto:protocollo@pec.unive.it).

#### **Art. 13 Data supervisor**

Data Manager: Mrs. Maria Lepore, Director of Teaching Staff Office (tel. +39 041/2348217, +39 041/2348269, 041/2348268 , 041/2348135 e-mail: [pdoc.concorsi@unive.it](mailto:pdoc.concorsi@unive.it)).

#### **Art. 14 Final provisions**

The masculine gender is intended to refer to all the genders, it responds only to the simplicity of the text.

The current provisions of law shall apply to any matter not expressly mentioned above.

The Rector  
signed Prof. Tiziana Lippiello