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Rector Decree No. 1063/2024
Prot. No 236778 of 10 October 2024

Subject: Public selection procedure for one fixed-term researcher in compliance with Art. 24, Par. 3, Letter a) of Italian Law No. 240, 30 December 2010 prior to the amendments to law no. 79/2022 as converted by the Legislative Decree n. 36/2022, with a part time contract, academic recruitment field 10/GLOT-01 (Theories and history of languages), academic discipline GLOT-01/A (Historical and General Linguistics).

The Rector

- Having regard to** the resolution of 04/09/2024 with which the Department of Humanities requested the activation of the contract and approved the specifics about the profile of this call;
- Having regard to** the resolution of the Academic Senate on 18/09/2024
- Having regard to** the resolution of the Board of Governors on 27/09/2024
- Having regard to** the certification from the Department attesting the full financial coverage of the position with the ERC Advanced Grant project "Digital Latin Dialectology (DiLaDi): Tracing Linguistic Variation in the Light of Ancient and Early Medieval Sources", G.A. n. 101098102;
- Considering that** the procedure is subject in any case to the restrictions on the coverage of the Department funds by the President of the University Audit Committee;
- Acknowledging that** the proposing structure has certified its compliance with Italian Law and University Regulations

DECREES

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Art. 1
Announcement of public selection procedure

A public selection procedure is opened for No. 1 fixed-term (36 months) part-time researcher in compliance with Art. 24, Par. 3, Letter a) of Italian Law 240, 30 December 2010 prior to the amendments to law no. 79/2022 as converted by the Legislative Decree n. 36/2022.

Academic recruitment field	10/GLOT-01 - Theories and history of languages
Academic discipline	GLOT-01/A - Historical and General Linguistics
Department	Humanities
Work place	Ca' Foscari Venice - Department of Humanities
Teaching activities, also integrative, and service provided to students and research activities	<p><u>Teaching activities:</u> seminar activities in Bachelor degrees, Master degrees, Ph.D. (maximum of 30 hours). The researcher may be exempted from teaching activities according to the needs of the Department of Humanities.</p> <p><u>Research activity:</u> The candidate will possess expertise of a general nature in Glottology and Linguistics, as indicated in the declaration relative to the academic discipline. The main task of the candidate will be to perform dialectological research on the Latin language of inscriptions and parchment documents (published in Chartae Latinae Antiquiores) with the help of the LLDB database (https://lldb.elte.hu/) in the framework of the DiLaDi ERC project (no. 101098102). The researcher will be</p>

	involved in data collection and recording as well as controlling and revising the data collection process. Moreover, he/she is also expected to take an active part in the preparation of charter texts for data collection. Therefore, specific competences for a research activity in the field of early medieval Latin linguistics and philology and in the use and management of linguistic databases, in particular Latin linguistic-dialectological databases, are required.
Foreign languages of which will be verified the knowledge	English
Language of the interview	English
Maximum number of published works which can be presented, in addition to the PhD dissertation	12
Notification of interview date and admitted candidates	20/12/2024

Art. 2 **Requirements for admission to selection procedure**

EU and non-EU citizens are eligible to participate in the selection procedure, as long as:
- they hold a **PhD or an equivalent qualification, awarded in Italy or abroad**

Applicants must have been awarded their PhD by the deadline of this call.

In the case of a PhD awarded abroad, it is necessary to be in possession of either:

- "**Equipollenza**". i.e. decree of academic recognition of the title, pursuant to Art. 74 of Presidential Decree No. 382/1980. Ca' Foscari University of Venice provides the academic recognition of foreign doctoral qualifications, when the latter are equivalent to PhDs held at Ca' Foscari University. For further information see <https://www.unive.it/pag/8331/>.
For doctorate courses that are not held at Ca' Foscari University of Venice, candidates should contact other universities.

or

- "**Equivalenza**", i.e. measure of recognition of the PhD for the purposes of participation in calls for researchers in universities and public research organisations, pursuant to Legislative Decree 206/2007 - amended by Legislative Decree 15/2016 (for EU qualifications) - and to Presidential Decree 394/99, art. 49 (for non-EU qualifications). In order to obtain this equivalence of their foreign doctoral degree, candidates must submit an application. Instructions are available on:

<https://www.mur.gov.it/it/aree-tematiche/universita/equipollenze-equivalenza-ed-equiparazioni-tra-titoli-di-studio/titoli-1> [ITA]

The Prime Minister's Office - Civil Service Department - in charge of recognising qualifications for competition purposes, concludes the recognition procedure only in respect of the winner of the selection, who will have to notify the Department and the Ministry of Universities and Research of the publication of the rankings by using the appropriate form.

The winner of the procedure who has obtained his or her doctorate abroad must be in possession of the declaration of equivalence when signing the contract, under penalty of forfeiture of the right to employment.

The following are excluded:

- anyone with a contract for research fellowship or fixed-term research contract as provided in Arts. 22 and 24 of Italian Law 240/10 at Ca' Foscari or at other Italian Universities, whether public, private or online, or bodies under Par. 1 of Art. 22 of Italian law 240/10 for a period, in addition to the intended duration of the competition contract, exceeding a total of 12 years, even if not continuing. Maternity or sick leave as provided in the laws in force shall not be included in the duration of the aforementioned employment contracts.
- who have already been employed on permanent positions as full and associate professors or as researchers, even if no longer in service.
- those with a family relationship or affinity, up to the fourth degree, with professors belonging to the recruiting Department including the Rector, Administrative Manager, any member of the Board of Governors

The following cannot apply:

- Those who have been denied their civil and political rights;
- Those who have been dismissed or relieved from their role in a Public Administration for consistently inadequate performance;
- Those who have been dismissed or relieved from any other public employment, pursuant to Art. 127, letter d) of Presidential Decree No. 3 of 10 January 1957.

The prescribed requirements must be met by the deadline for applications. Candidates are admitted subject to verification of the required requirements; exclusion from the selection can be ordered at any time, even after the interview has taken place, with a motivated decree from the Rector.

This Administration guarantees fairness and equal opportunity to men and women in access in to employment and employment conditions.

Art. 3 Application submission procedure

To participate in the selection, candidates must submit their application only using the procedure available on the web at:

<https://apps.unive.it/domandeconcorso-en/accesso/rtda-2024-glot01a>

within a deadline of **1.00 p.m. (CET) of the thirtieth day following the date of publication of the call for this selective procedure in the Official Gazette of the Italian Republic. If this deadline expires on a holiday, the deadline is extended to the first working day.**

The application may be filled via web using any computer with Internet connection within the deadline.

Note: the candidate must fill out the application by completing all the required fields and by attaching all the files required. Only at this moment the procedure shall generate an individual alphanumeric code, which will be forwarded to the email address written in the application. Until the deadline indicated above, it is allowed to make changes to the application and replace the files attached, exclusively by returning in the proceedings with the alphanumeric code access.

Then, the link will be blocked and will no longer be possible to fill and modify the application.

No other forms of submission are allowed under penalty of exclusion.

For further information, candidates may contact the Teaching Competition Unit: +39 041/234 8217 - +39 041/234 8269 - +39 041/234 8268 - +39 041/234 8135, email: pdoc.concorsi@unive.it

The application form shall clearly state the candidate's name and surname, date and place of birth and tax identification number.

To generate the Italian tax code (only for the purposes of the call) the candidate should use the link that finds in the lower right corner of the online application form (click on "Calculate Italian tax identification code (codice fiscale)")

Enter the personal data:

- name;
- surname;
- sex;
- date of birth;
- nation of birth (written in Italian)

and the system will generate the tax code.

Please note that:

1 - the place of birth if foreign must be the country, written in Italian and capital letters (e.g.: STATI UNITI, SPAGNA, REGNO UNITO)

2 - when the candidate writes the country is asked to click on the suggestion that appears under the bar.

The tax code provided must be of 16 digits.

All candidates must, likewise, declare on their own account:

Personal data:

1. surname and name
2. date and place of birth
3. e-mail address and telephone number
4. residence and domicile address

General statement:

5. where information about this call was found
6. citizenship
7. candidates with disabilities shall specify if they require any support in order to attend the interview
8. that they have not been convicted of a criminal offence, and are not aware of any criminal proceeding pending against them; if not, indicate any previous convictions (the date and the judicial authority that issued it) and pending criminal proceedings
9. that they are or are not employed by a public administration
10. that they have not been dismissed from any office in the Italian Public Administration for consistently poor performance and that they have not been dismissed or relieved from their role in a public employment pursuant to Art. 127, letter d), of Presidential Decree No. 3 of 10 January 1957
11. that they are aware that all communications to candidates will be posted on the University website as a notification for all intents and purposes.
12. That they have not a family relationship or affinity, up to the fourth degree, with professors belonging to the recruiting Department including the Rector, General Director or any member of the Board of Governors;
13. 13.1 (if Italian) that they are registered in electoral rolls, motivating, if applicable, the reason for non-registration or cancellation from them; that they have fulfilled their military obligations (to be specified by candidates born before 1985 only)
13.2 (if foreign) that they exercise civil and political rights in their country or give the reasons for failure to do so and that they have adequate knowledge of the Italian language.
14. that they have or have not taken a non-voluntary leave from the research activity, with particular reference to parental duties, indicating the periods of such leave, if applicable
15. that they are physically fit for the position

Specific declarations:

16. that they hold a PhD awarded in Italy or abroad
17. that they know the languages required by the call
18. That they do not have, nor have they had in the past, a contract for research fellowship or fixed-term research contract as provided in Arts. 22 and 24 of Italian Law 240/10 at Ca' Foscari or at other Italian Universities, whether public, private or online, or bodies under Par. 1 of Art. 22 of Italian Law 240/10 for a period, in addition to the intended duration of the competition contract, exceeding a total of 12 years, even if not continuing;
19. That they have not already been employed on permanent positions as full and associate professors or as researchers, even if no longer in service.

The University Administration declines all responsibility for any failed notification due to the incorrect communication of the candidates' contact details.

PDF copies of the following shall be attached to the application:

- A valid identity document;

- A curriculum vitae listing academic outputs and teaching activities, written both in Italian and in English. The cv must be signed and submitted with an affidavit, as provided in Arts. 46 and 47 of Presidential Decree 445/2000. The signature can be handwritten or digital. In line with the actions envisaged by the University as part of the "Human Resources Strategy For Researchers" (HRS4R), applicants are invited to attach a motivation letter.
- a signed list of qualifications to be submitted (signature can be handwritten or digital), and related documents;
- a numbered, signed list of the publications to be submitted, for the purposes of Art. 1 of the Regulations of this Call (signature can be handwritten or digital);
- Publications (see Art. 4) and, if required, their PhD dissertation.

The term "Qualifications" refers to academic and professional qualifications, specialisations, licences, training, update and similar titles.

European Union citizens may:

- submit scanned certified copies of their qualifications (certified by a self-declaration affidavit as provided in Art. 19 and 47 of Pres. Decree 445, 28 December 2000 - Attachment A). Candidates must provide an Italian translation of the documents, and the translation must be certified by an embassy or an official translator.

or

- Declare that they meet the requirements using a self-executed certificate or self-declaration affidavit (Attachment A). This document is compulsory if the qualifications are issued by other Public Administrations.

Non-EU citizens with a valid residence permit may submit scanned certified copies of their qualifications. The affidavits must be used in accordance with the procedure laid down 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 applicant's country of origin.

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

Certificates issued by the relevant authorities of the applicant's Country of origin must be submitted together with a translation into Italian authenticated by the Italian consular authority certifying conformity with the original.

The Administration shall carry out a verification process on the contents of self-declarations contained in the curriculum vitae. Documents and publications previously submitted to this or other administrations, or documents previously attached to application forms of other selection procedures cannot be merely mentioned, they must be attached.

Reference may not be made to documents submitted to this or other administrations, or to documents attached to the application for participation in another selection procedure.

For any clarifications and information on the procedure, and in the event of difficulties in filling in the application form, please contact the Settore Concorsi of the Teaching Staff Office tel. +39 041/2348217, -8269, -8268, -8135 e-mail: pdoc.concorsi@unive.it.

Art. 4 Publications

Candidates must upload their publications in pdf, dividing them into the appropriate **four** fields of electronic procedure of the capacity of 50 MB each (**in each field can be inserted more publications collected into a .zip folder**). 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 taken into consideration by the Examining Board.

It is not allowed to present publications as link or in a "*storage/file sharing on-line*" or web pages.

If a candidate presents more publications than required, the Commission will evaluate the publications, 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 or texts accepted for publication as provided in current law shall be accepted for assessment, along with essays in anthologies and articles published in hard copy or digital format magazines excluding internal notes or departmental reports.

For joint-authored publications the candidates may include a statement confirming 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 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 motivated Rector's decree and is notified to the person concerned to the e-mail address communicated during the application phase.

Art. 6 Composition of the Examining Board

The Board, made up of at least three members chosen from tenured professors, mainly from other universities (also foreign universities), shall be proposed by means of a resolution passed by the Department Board and appointed by a Rector's Decree. The Board may draw upon the support of one or more experts for the language proficiency assessment.

The appointment of the Examining Board must be carried on in compliance with Art. 7 of Regulation governing public selections for the recruitment of fixed-term researchers pursuant to art. 24 of law 240/10 prior to the amendments to law no. 79/2022 as converted by the Legislative Decree n. 36/2022.

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

The Board may use telematic tools for team work at all stages of the procedure.

The Board shall conclude its activities within three months after the date of the appointment decree, unless otherwise specified. The deadline may be postponed due to proven and exceptional circumstances indicated by the Chair of the Board. Should the Board fail to complete the activities within the set deadline, 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 completion of activities.

Art. 7 Work of the Examining Board

For the purposes of admission to the procedure, the Board shall verify, the Board shall verify that the candidates are in possession of the requirements, as follow:

- they hold a PhD;

The evaluation procedure takes place in two stages:

1) Preliminary assessment:

The Board proceeds to the preliminary assessment of the candidates who meet the requirements, with a reasoned analytical judgement on the qualifications, the curriculum and the academic outputs, including the doctoral thesis, according to the criteria and parameters, also recognised internationally, identified by Ministerial Decree no. 243 of 25 May 2011.

Following the preliminary assessment, the Board admits to the public discussion of their titles and academic outputs the comparatively best, by between 10 and 20 per cent and in any case not less than six; all candidates will be admitted to the discussion if the number is equal to or less than six.

The University will publish on 20 December 2024 on its website at the following address <http://www.unive.it/bandi-ric240> the discussion date, with details of candidates admitted, or the possible postponement of the publication.

The said publication is equivalent to notification of the law in effect. Therefore, candidates are required to appear for the discussion, without notice, in the place, the day and hour specified in the notice. Failure to attend this discussion shall be considered explicit outright proof of their decision to withdraw from the selection process.

2) Interview:

The second stage consists of the public interview on the qualifications and academic outputs. The procedure does not involve any additional written exams or oral examinations, except for the oral test to assess the foreign language proficiency required by this notice.

Applicants shall present a valid identity document.

In the case of an online interview, the Board shall identify the platform to be used and send the relevant invitation (link) for participation to the candidates admitted, well in advance.

Following the discussion, the Board:

- confirms or possibly modifies - giving reasons - the evaluations expressed during the preliminary assessment;
- formulates an overall final judgment for the people who attended the discussion;
- indicates the people eligible in a shortlist according to their comparative assessment.

Art. 8 Validity of the proceedings

The Board proceedings 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) – Ufficio Personale Docente, Settore Concorsi (Teaching Staff Office, Teaching Competitions Unit) within 7 days after the conclusion of the Board activities for assessment of the proceedings and approval of the minutes by Rector's Decree.

Once the minutes have been approved, the documents are sent to the Director of the Department responsible for the proposal for the call and the decree approval of documents is made public by entering the University web page at <http://www.unive.it/bandi-ric240>. This insertion will be announced by notice in the Official Gazette (<http://www.gazzettaufficiale.it/index.jsp>). From the date of publication of this notice starts the deadline for any appeal.

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 the Teaching Competition Unit via email (pdoc.concorsi@unive.it) or via PEC at the address protocollo@pec.unive.it or according to the other methods indicated on the specific web page of the 'University at <https://www.unive.it/pag/11143>.

Art. 9 Selection conclusion and appointment

Within 60 days of the receipt of the proceedings, the Department Board proposes to the Board of Governors the choice of the candidate who is comparatively best among those declared eligible as shown by the proceedings of the Examining Board. In case of tie, the final selection will be based on consistency between the scientific profile and the research skills of the candidate with the research project ERC Advanced Grant no. 101098102 "Digital Latin Dialectology (DiLaDi): Tracing Linguistic Variation in the Light of Ancient and Early Medieval Sources".

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 person concerned to send all documentation required under current legislation and the competition regulations within 30 days of the drawing-up of the individual part-time fixed-term employment contract. The contract shall be drawn up by the Rector or her/his representative on behalf of the University.

At the time of stipulation of the contract, the selected candidate may be requested to sign the contract by hand or by digital signature.

Candidates are therefore invited to verify that they already have the device necessary for the digital signature compliant with the AGID-Agency for Digital Italy standards (<https://www.agid.gov.it/it/piatumenti/firma-elettronica-qualified/fiduciary-service-providers-active-in-Italy>) and, if not, to acquire them accordingly in time for the stipulation.

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 fixed-term **part-time** researchers amounts to Euro 28.283,95 in compliance with art 3, par. 6, DPR n. 232/2011. The economic treatment is subject to any adjustments provided for by national legislation.

The contract will specify the causes of termination; in any case the annulment of the selection procedure is a cause of termination of the contract, since it is its prerequisite.

The employment start date shall be established by the recruiting Department on the basis of research and teaching requirements, and depending on funding available and any legal constraints.

Should circumstances arise hindering recruitment - whether for legal, organisational or financial motives, prior to the completion of the selection procedures, this Administration reserves the right not to hire or to delay recruitment.

In the six months prior to the expiration of the research, the researcher is subject to evaluation of teaching and research activities carried out under the contract, even for a possible two-year extension of the contract. The assessment is made on the basis of the procedures, criteria and parameters established by art. 9 of the University Regulations governing the public selections of fixed-term researchers in compliance with Art. 24 of the Italian Law 240/10.

The Administration reserves the right, without prejudice to the legal and financial, to proceed with the extension of the contract as required by law.

Art. 11 **Incompatibilities**

The incompatibilities for public administrations employees and in particular those resulting from the regulatory provisions of Article 53 of Legislative Decree 165/2001 shall apply to the employment contract.

The contract is incompatible with:

- (a) any other employment relationship with public or private entities, even part-time or fixed-term, without prejudice to the last paragraph of this Article;
- (b) contracts and research grants also at other universities or public research institutions;
- (c) doctoral and post-doctoral fellowships in general, with any fellowship in any capacity awarded by national or foreign institutions, unless it is for the purpose of international mobility for research purposes.

For matters not provided for in this Article, the applicable laws and regulations shall apply to incompatibilities and authorisations to perform external assignments.

Pursuant to Article 24, paragraph 9-bis of Law No. 240/2010, for the entire duration of the contract, the public employee is placed on leave or in a position of non-tenure track, without any allowance or social security contributions, if foreseen by the position the candidate holds.

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 at the completion of the selection procedure and will be carried out in compliance with the applicable 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 "Information on Personal data processing" 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.

Art. 13 **Data supervisor**

Data Manager: Dr. Monica Gussoni, Director of the Teaching Staff Department (tel. +39 041/2348217, +39 041/2348268, 041/2348269, 041/2348135 e-mail: pdoc.concorsi@unive.it)

Art. 14 **Reference legislation**

- the Italian Law 168, 9 May 1989;
- Presidential Decree No. 487 on 9/05/1994 as subsequently amended and supplemented;
- the Italian Law 241, 7 August 1990, as amended and supplemented;
- Pres. Decree 445, 28 December 2000, on administrative documentation, as amended and supplemented;

- the Italian Personal Data Protection Code adopted by Leg. Decree 196, 30 June 2003;
- the Regulation EU 2016/679;
- the Italian Digital Administration Code adopted by Leg. Decree 82, 7 March 2005;
- the Regulation of the University about the "Freedom of Information Act (FOIA)"
- the law of 9 January 2004, n. 4 "Provisions to facilitate the access of disabled people to IT tools" and its amendments and additions;
- the Italian Law 106, 15 April 2004, and related Pres. Decree 252, 3 May 2006;
- Art. 1, Par. 105 of Italian Law 311, 30 December 2004, providing for a three-year staff recruitment programme;
- the Min. Decree 363/1998 and Leg. Decree 81/2008 as amended and supplemented concerning safety at work;
- the Code of Ethics and Conduct of the University;
- the University Bylaws;
- the Decree of the General Director n. 78/2024;
- the Italian Law 240, 30 December 2010, in particular Art. 24, prior to the amendments to law no. 79/2022 as converted by the Legislative Decree n. 36/2022;
- that pursuant to art. 14 c.6 quinquiesdecies of the Legislative Decree 30 April 2022 as amended by the Conversion Law of 29 June 2022, n. 79, for the 36 months following the date of entry into force of the conversion law itself, universities may launch procedures for the recruitment of fixed-term researchers pursuant to article 24, paragraph 3, letter a), of the law of 30 December 2010, n. 240, in the text in force before the date of entry into force of the conversion law itself in implementation of measures envisaged by the National Research Program (PNR) 2021-2027, and in any case in coherence with the topics relating to it;
- the note from the Minister of University and Research prot. n. 8998 of 07/08/2022;
- the Min. Decree 242, 24 May 2011, on the "Criteria and parameters for the evaluation of teaching and research activities carried out by the holders of the contracts under Art. 24 of Law no. 240/2010 ";
- the Min. Decree 243, 25 May 2011, on the "Criteria and parameters recognized also at international level, for the preliminary assessment of the candidates recipients of contracts under Article 24 of Law 240/2010";
- Pres. Decree 232, 15 December 2011, on the Regulation governing the salaries of professors and researchers, in accordance with Law 240, 30 December 2010, Art 8, par. 1 and 3;
- DPCM 23 July 2024 on the ISTAT adjustment of the economic treatment of non-contractual staff;
- Lgs. Decree 49, 29 March 2012, concerning: "Discipline for programming, monitoring and evaluation of budgetary and recruitment policies of universities";

- the Presidential Decree 28 December 2000 n. 445 regarding administrative documentation and subsequent amendments and additions.
- University Regulations for self-certification and verification of teaching and student service duties of professors and researchers pursuant to art. 6 paragraph 7 of Law no. 240/2010
- Ministerial Decree 2 May 2024 no. 639.

Art. 15 **Final provisions**

To indicate the recipients of this announcement the use of the masculine gender is intended to refer to both genders and therefore responds only to the need for simplicity of the text. For any matters not expressly provided herein, the current provisions of law on the matter shall apply.

The Rector
Signed Prof. Tiziana Lippiello