



Università
Ca' Foscari
Venezia

Area Risorse Umane

Ufficio Personale
Docente e CEL

Rector Decree No. 1027

Prot. No. 65063 of November 27th, 2018

Title - VII/1

Subject: Public selection procedure for 1 permanent position of Associate Professor in compliance with Art. 18, para. 4 of Italian Law 240, 30 December 2010, academic recruitment field 10/D4 (Classical and Late Antique Philology), academic discipline L-ANT/05 (Papyrology).

THE RECTOR

Having regard to the Italian Law 168, 09 May 1989;
Having regard to the Italian Law 241, 07 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 of the University about the "Freedom of Information Act (FOIA)"
Having regard to the Italian Law 106, 15 April 2004, and related Pres. Decree 252, 03 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 Ethics Code of the University;
Having regard to the University Bylaws;
Having regard to the Decrees of the General Director 76/2018 and 409/2018;
Having regard to the Code of conduct of the University;
Having regard to the Italian Law 240, 30 December 2010, in particular Art. 18, para. 4;
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 Italian Min. Decrees 855, 30 October 2015 on the redetermination of academic recruitment fields, grouped into competition macro-areas;
Having regard to the University Regulation governing public selections Full and Associate Professors;
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 Italian law 232, 11 December 2016, in particular Art. 1 par. From 314 to 337;
Having regard to the resolution of October, 6th 2017 with which the Board of Governors approved the plans for the selection "Dipartimenti di Eccellenza";
Having regard to the results of the selection for "Dipartimenti di Eccellenza";
Having regard to the resolution with which the Department of Humanities requested one permanent position for the academic recruitment field 10/D4 (Classical and Late Antique Philology), academic discipline L-ANT/05 (Papyrology). and indicated its scientific and teaching commitment;
Considering that in the period from December 24th, 2018 to January 6th, 2019 the University will be closed and, then, it is appropriate to postpone the expiry of this call after the resumption of activities;
Acknowledging that the proposing structure has certified its compliance with Italian law and University Regulations

DECREES

Art. 1

Announcement of public selection procedure

A Public selection procedure for 1 permanent position of Associate Professor in compliance with Art. 18, para. 4 of Italian Law 240, 30 December 2010 has been opened:

Academic recruitment field:	10/D4 - Classical and Late Antique Philology
Reference academic discipline:	L-ANT/05 - Papyrology
Department:	Humanities
Work place:	Ca' Foscari University of Venice, Department of Humanities
Teaching and scientific commitment:	Teaching activities: teaching in bachelors degrees, masters degrees, Ph.D., master in Digital Humanities



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—
Ca' Foscari
Dorsoduro 3246
30123 Venezia

Settore Carriere
T 0412348384
T 0412348223
pdoc.carriere@unive.it

Settore Concorsi
T 0412348269
T 0412348217
pdoc.concorsi@unive.it

Settore CEL
T 0412348235
T 0412348370
cel.carriere@unive.it

Settore Incarichi
T 0412348254
T 0412348220
pdoc.incarichi@unive.it

F 0412348114

Cod. Fisc. 80007720271

	Scientific activity: The candidate will have proven skills in the field of papyrology, with special emphasis on the techniques of preservation, material analysis, reading and interpretation of texts; the candidate will have a first-hand knowledge of both literary and documentary papyrology, with special focus on the edition of texts and their place in the wider historical and cultural context of the Graeco-Roman world; he/she will also boast a proven familiarity with the history of this discipline since the 19th century. The candidate, who will show an international standing of excellent research, will contribute to the creation and steering of the Center in Digital and Public Humanities funded by the DSU project of Excellence. Finally, he/she will promote research projects and fund raising activities in the field of papyrological studies and digital technologies for the study and the promotion of cultural heritage.
Maximum number of published works to be presented:	20
Content of the interview:	Workshop presentation of a work or research, in Italian, with teaching staff of the Department present.
Foreign languages of which will be verified the knowledge	English
Internationally recognized quality standards for the assessment and any further elements of teaching and scientific qualification deemed necessary, providing in any case an adequate width of the profile outlined:	Participation or organization, directorate and coordinating of national and international research groups. Participation as speaker in national and international congresses. Teaching or research fellowships at foreign universities or research institutions. National and international awards for research activities. Membership of editorial boards of high renowned reviews, series and encyclopaedias.

Art. 2
Requirements for admission to selection procedure

The selection procedure is open to:

- a) Candidates who obtained a National Scientific Qualification pursuant to art. 16 of Law 240/2010 in the academic recruitment field or in one of the academic recruitment field included in the same group of academic recruitment fields and for the functions of Associate Professor; or for higher functions provided they don't already hold the same higher functions;
- b) candidates who are suitably qualified in accordance with Law 210/1998 for the level of Associate Professor, limited to the duration thereof;
- c) professors working in other Italian Universities as Associate Professor;
- d) academics abroad regularly engaged in research or teaching at university level in a position on a level with those under this call, based on the table of correspondence determined by the Ministry (Min. Decree 236, 02 May 2011)

that meet the following requirement:

not having worked for or not being holders of research grants or enrolled in Ca 'Foscari University in the last three years

Applicants must be in possession of the established requirements at the closing date for the submission of an application for selection. Elimination from the selection procedure will be provided via a reasoned measure from the Rector communicated to those concerned. The Committee, as defined in the next art. 6, evaluates the qualifications required for admission.

Also, under no circumstances may those with a family relationship (marriage or cohabitation) or other kinship up to the 4th degree with professors to the recruiting Department including the Rector, General Director, or any member of the Board of Trustees of the University, participate in the procedure.

The following may not participate in the selection procedures:

- 1) Those who are not entitled to exercise civil and political rights;
- 2) Those who have been dismissed or relieved from office with a Public Administration for consistently poor performance;
- 3) Those who have been dismissed from a civil service job as provided in Art. 127, section (d) of Pres. Decree 3, 10.01.1957.



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This Administration guarantees fairness and equal opportunity to men and women in access 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:

<http://static.unive.it/domandeconcorso-en/accesso/pa18c4-lant05>

within a deadline of 12.00 a.m. CET of January 8th 2019.

The application may be filled via web using any computer with Internet connection within the deadline. Then, the link will be blocked and will no longer be possible to fill the application.

Note: You need to complete the application by completing all required fields and attaching all required files. Only at this point it will generate an individual alphanumeric code, which will be forwarded to the applicant to the email address entered in the application. By the deadline indicated above, is allowed to make changes to the application and replace the attached files, by returning in the proceedings with the alphanumeric code access.

When the deadline has expired, the connection will be disabled and you can no longer complete the application or edit it.

No other forms of submission are allowed.

For further information, candidates may contact Settore Concorsi phone: +39 041234 - 8269 – 8217 - 7002, email: pdoc.concorsi@unive.it

Please note that in the period from December 24th, 2018 to January 6th, 2019 the University will be closed.

The application form shall clearly state the candidate's name and surname, date and place of birth. All candidates must, likewise, declare on their own account:

- 1- Their citizenship;
- 2- That they are in possession of one of the requirements for admission indicated in Art. 2 of these competition regulations;
- 3- That they have not worked for, or not been holders of research grants, or not been enrolled in Ca' Foscari University in the last three years;
- 4- That they do not have a family relationship (marriage or cohabitation) or other kinship up to the 4th degree, with professors belonging to the recruiting Department including the Rector, General Director, or any member of the Board of Trustees;
- 5- That they have not been convicted of a crime nor are they aware of being subject to criminal proceedings or of any pending criminal proceedings against them;
- 6- That they have not been dismissed from office with a Public Administration for consistently poor performance nor from a civil service job as provided in Art. 127, section (d) of Pres. Decree 3 10.01.1957;

The failure to make the declarations in the above paragraphs will cause elimination from participation in the selection procedure.

Italian candidates shall also state on their own account:

- In which electoral roll they are registered (municipality) and any reasons for non-registration or deletion from it;
- Their current situation with regard to military service.

Foreign candidates shall also state on their own account :

- 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.

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

The University Administration declines all responsibility for the notifications due to the failure of the candidate to provide a correct address or a failure or delay in notifying about a change to the address given in the application or for any postal or telegraphic services misdeliveries, or due to third parties, unforeseeable events or force majeure.

Candidates must also attach the following to their applications:

- Candidate's curriculum vitae listing their scientific and teaching activities, written in Italian and in English, signed with an original signature and declaration of veracity as provided in Arts. 46 and 47 of Pres. Decree 445/2000;



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- Documents confirming the qualifications deemed useful for the selection procedure (except for qualifications issued by other Public Administrations for which candidates must submit the self-executed certificate) and a list signed with original signature;
- list of published works that candidate intends to submit for the purposes of Art. 1 of these competition regulations, signed with original signature;
- Photocopy of valid identity document.

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

Qualifications refer to academic qualifications, professional qualifications, specialisations, licenses, training, updates and so on.

European Union citizens may:

- Submit scanned copies of qualifications, that are certified copies of the originals with self-executed affidavit as provided in Arts 19 and 47 of Pres. Decree 445, 28 December 2000 (attachment A); if written in a foreign language, said qualifications shall include a sworn Italian translation performed by embassy or consulate translators or by an official translator;

or

- Prove that they have the necessary qualifications using the self-executed certificate or self-executed affidavit (Attachment A). The latter mode is the only accepted for qualifications issued by other Public Administrations.

Non-EU citizens with a regular residence permit may submit scanned copies of qualifications, authenticated or true certified copies of the original. The self-executed certificates 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 substitute declarations contained in the curriculum vitae.

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

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 multiple publications grouped into a single file or a .zip folder. It is recommended that the name of the single file or those included in the compressed folder does 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 the publications in the form of links to files resident on services of "storage / file sharing online" 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 under current standards shall be accepted for evaluation, along with essays in anthologies and journal articles published in hard copy or digital format 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 for selection purposes only, taking into account the current legislation regarding editorial activity and copyright.

Art. 5 Exclusion from selection procedure

Candidates are conditionally admitted to the selection procedure and may be excluded from the procedure at any time for failure to meet the requirements by means of a reasoned Rector's decree.



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Failure to comply with requirements laid down in Arts. 2 and 3 herein represents a reason for exclusion from the selection procedure.

Art. 6

Composition of the Examining Board

The Board is identified in accordance with the provisions of the University Regulation governing the public selection procedure for the permanent position of Full and Associate Professor and will be appointed by a Rector's Decree.

The appointment of the Examining Board must comply with the rules concerning incompatibility and conflict of interest and the conditions laid down in the Ethics Code.

The commission can be integrated at any time from one or more experts to assessment of the required foreign language/languages.

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

Art. 7

Roles of the Examining Board

The Board conducts, during a private session, a comparative evaluation on the basis of the candidates' scientific publications, curriculum vitae and teaching experience.

A minimum of three and a maximum of five candidates, judged as comparatively worthy following the assessment procedure referred to in paragraph 1, will be admitted for the interview, which will be held in open session. A lower number may be admitted only if the applying candidates are fewer than three.

At the time of the interview, the Board shall assess the knowledge of the language indicated in art. 1 of this call.

The evaluation is based on criteria predetermined by the Board in accordance with internationally recognized quality standards set out in art. 1 of this call.

The University will publish on **February, 8th 2019** on its website at the following address <http://www.unive.it/bandi-ass> the interview date, with details of candidates admitted, or the possible postponement of the publication. The said publication will be made at least 7 days prior to the interview and it is equivalent to notification of the law in effect. Therefore, candidates are required to appear for the interview, without any notice, in the place, the day and hour specified in the notice. Failure to attend this interview shall be considered explicit outright proof of their decision to withdraw from the selection process.

Attending candidates must present a valid identity document.

At the end of the interviews the Board shall render a final judgment and shall identify the deserving candidates and, between them, the comparatively best candidate, based on the assessment in paragraph 1 and on the interview.

The Board shall conduct the work in the presence of all the members and takes its decisions by an absolute majority of the members.

The Board may use computerised tools for their activities.

The Board must conclude its activities within two months of the date of the provision for the appointment, unless otherwise specified in the same. The closing date may be extended for demonstratively exceptional reasons given by the Board Chair. In the case of failure to conclude activities by the date established, the Rector shall issue a reasoned provision to begin procedures for the replacement of members responsible for the delay as well as establishing a new closing date for the conclusion of activities.

Art. 8

Validity of the proceedings

The Board proceedings are attested in the minutes of the meetings, together with the related individual and collegial opinions that shall be sent by the Board Chair to the ARU – Ufficio Personale Docente e CEL, Settore Concorsi 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 proceedings are sent to the recruiting Department Head and published by insertion in the University website announced by notice in the Official Gazette - Special Series IV.

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

Art. 9

Choice of the selected candidate

Within one month of the approval of the proceedings, the Department Board proposes to the Board of Trustees -which decides within thirty days- the appointment of the candidate who is comparatively best among those declared eligible by the Examining Board.

If the comparatively best candidate refuses the job, the Department, within a month and respecting the constraints of the law regarding employ and the compatibility with the financial resources, may



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submit to the Board of Trustee the proposal to call the second comparatively best candidate among those identified by the Examining Board as worthy of the call.

**Art. 10
Appointment**

The appointment is made by a Rector's Decree.
The employment start date shall be established by the recruiting Department as per Art. 1 on the basis of research and teaching requirements, depending on funding available and any legal constraints.
The remuneration for the Associate professor shall be that specified by Pres. Decree 232 of 15 December 2011, as amended and supplemented.
The employment relationship established between the University and the professor is governed by the national and University provisions in force, including the rights and duties of the professor.
Should circumstances arise hindering recruitment - whether for legal, organisational or financial reasons, prior to the completion of the selection procedures, this Administration reserves the right not to hire or to defer recruitment.

**Art. 11
Personal information processing**

Pursuant to Article 13 of Regulation (EU) 2016/679 ("Regulation"), candidates are informed that processing of personal data supplied, or otherwise acquired by University, is aimed only at the execution of the selection procedure. Processing of personal data will be carried out at Ca' Foscari University of Venice by authorised staff in the ways and within the limits that are necessary to pursue the aforementioned purpose even with the use of computerized procedures.
Data will be stored according to the rules on the conservation of administrative documentation.
The Processing Controller is Ca' Foscari University of Venice, based in Dorsoduro no. 3246, 30123 Venice (Italy) - certified electronic mail protocollo@pec.unive.it.
Conferment of data is necessary to evaluate candidates' requirements and titles. Failure to indicate them could preclude candidates' evaluation, with consequent exclusion from the selection procedure. In order to participate in the selection, it is not necessary to provide sensitive data (for example, data on health status, sexual orientation, political or trade union opinions). Candidates are therefore asked not to provide such data, unless they were deemed necessary for a better evaluation of their position.
Results of possible intermediate tests and graded lists will be published in accordance with current legislation.
Communications to third parties are not contemplated, except for subjects to whom data must be transmitted in compliance with legal obligations, subjects that perform services on account of University or, on demand, judicial and control bodies. Hired candidate's data will be subjected to diffusion for the fulfillment of transparency obligations in accordance with Legislative Decree n. 33/2013.
Data subjects have the right to obtain by University, in the cases provided for by Regulation, access, rectification, integration, erasure of personal data, restriction of processing or the right to object to such processing (Articles 15 and following of Regulation). Request can be presented, without any formalities, directly contacting the Data Protection Officer of University (dpo@unive.it; Ca' Foscari University of Venice, Dorsoduro no. 3246, 30123 Venice (Italy). Alternatively, it is possible to contact the Controller certified electronic mail protocollo@pec.unive.it).
Data subjects considering that processing of their personal data would be carried out in violation of Regulation have also the right to lodge a complaint with the Data Protection Supervisory Authority (Article 77 of Regulation) or to recourse to the appropriate judicial offices (Article 79 of Regulation).

**Art. 12
Procedure Manager**

Procedure Manager: Mr Patrik Sambo, Director of Ufficio Personale Docente e CEL (tel. +39 041/234-8217, -8269, -7002 email: pdoc.concorsi@unive.it).

**Art. 13
Notice and final provisions**

The notice of this call is published in the Official Gazette of the Italian Republic - Series IV - as well as on the website of the European Commission <http://ec.europa.eu/euraxess/>. The call, in Italian and in English, is published on the website of the University Ca' Foscari <http://www.unive.it/bandi-ass>.
For any matters not expressly provided herein, the current provisions of law on the matter shall apply.

The Rector
Signed Prof. Michele Bugliesi