

HUMAN RESOURCES AREA

Teaching Personnel Office

Public selection procedure for the recruitment of no. 1 full professor position through a call pursuant to Article 18 paragraph 1 of Law No. 240 of 30 December 2010 for the Department of Humanities – Languages, Language Mediation, History, Letters, Philosophy.

Art. 1

Announcement of the public selection procedure

A public selection procedure through a call is hereby announced pursuant to Article 18 paragraph 1 of Law No. 240 of 30 December 2010 for the recruitment of no. 1 full professor position

Department of Humanities – Languages, Language Mediation, History, Letters, Philosophy

No. 1 full professor position

Recruitment field: 10/L1 (Languages, English and Anglo-american literatures and cultures)

Scientific-disciplinary sector: L-LIN/12 (Language and translation – English)

Degree course: L-12 – (Language Mediation)

Maximum number of publications: 12

Type of scientific and teaching commitment: The position requires a commitment to excellent teaching in the following degree courses offered by the Department: Language Mediation (bachelor's degree course) and Modern Languages for International Communication and Cooperation (master's degree course). The courses mainly focus on the theory, methodology and practice of English translation and interpretation.

Language skills: to be verified through the curriculum vitae and scientific production

Art. 2

Admission requirements for selection

The selection is reserved to the applicants who are in possession of at least one of the following requirements:

- a) Those who have been awarded eligibility pursuant to Law no. 210/1998, limited to the period of duration of the eligibility itself, as provided for by Article 29 paragraph 8 of Law no. 240/2010;
- b) Full professors already in service at another university in the same recruitment field indicated in the call;
- c) Those who have achieved the national scientific qualification pursuant to Article 16 of Law no. 240/2010 for the recruitment field and for the functions set forth in the call;
- d) Those who are permanently assigned abroad to research or deliver instruction at the university level in positions at the same level as those set forth in the call based on the tables of equivalencies as per Ministerial Decree no. 662 of 1 September 2016.

Candidates must satisfy the requirements for admission to the selection procedure on the date of the deadline for submitting applications, under penalty of exclusion.

The following individuals cannot take part in the call procedure and shall therefore be excluded from the procedure:

- a) Those individuals who do not possess the admission requirements referred to in points a), b), c) or d) herein above;
- b) Those individuals who do not enjoy civil and political rights;
- c) those individuals who have been dismissed or disqualified from employment at a public administration;
- d) Individuals who have been debarred from other public employment, pursuant to Article 127 letter d) of Presidential Decree No. 3 of 10 January 1957;
- e) Those individuals who, at the time of application, have a relationship of kinship or affinity, including to the fourth degree, with a professor of the Department making the call, or with the Rector, the Director General or a member of the Board of Directors.

Article 3

Application and submission deadline

The application for admission to the selection process and the documents and publications relevant for the application have to be submitted exclusively by electronic means, under penalty of exclusion. Please visit the web page <https://pica.cineca.it/unimc>, no later than 11.59 pm (Italian time) on the thirtieth day following the date of publication of the call for applications in the Official Gazette of the Italian Republic. After the aforementioned deadline, no supplemental documentation can be submitted. No other means of submitting applications or documentation are allowed.

The application can be accessed through SPID, by selecting the "Università di Macerata" organisation from the page of available federations. Alternatively, the computer application will necessarily require the possession of an e-mail address to be able to self-register with the system.

The candidate must enter all the data required for submitting the application, attaching all the documents in electronic .PDF format.

Until the expiry for submitting the application, the procedure allows the data inserted to be saved in "draft" mode, enabling it to be modified and/or supplemented.

Within the aforementioned period, the application for admission to the procedure must be definitively completed and the date of electronic submission will be certified by the computer system by using of a receipt that will be automatically sent by e-mail. Once the application has been submitted and the confirmation e-mail has been received, it will no longer be possible to access the application in order to modify it, but may only be withdrawn by clicking on the withdraw button on the home page (dashboard). If necessary, the applicant may submit a new application.

At the end of the submission deadline, the system will no longer allow access and submission of the online application.

Each application will be assigned a numerical identifier which, together with the **Competition code 2023PO001**, must be specified in any communication relating to the procedure.

The application form must be completed in all its parts.

If the system is accessed by another means, the application for admission must be completed in the following manner:

1. Digital signature, by using a smart card, a digital signature usb token or remote signature, which enable the holder to sign documents digitally:

- In the case of a smart card or a digital signature usb token, the device for the digital signature has to be compatible with the ConcorsiOnLine system. If it is compatible, the holder may sign the application directly on the server (eg. ConFirma);

- In the case you do not have a digital signature device compatible with the system ConcorsiOnLine or you are a remote signature holder with access to a portal for the signing of generic documents, you have to save the .PDF file generated by the system on your computer and, without making any changes, digitally sign it in CADES format. A file with a.p7m extension will be generated and has to be uploaded into the system. It should be noted that any changes made to the file prior to the digital/remote signature will prevent the automatic verification of the correspondence between the content of this document with the original.

If no option mentioned above is available:

2. The candidate has to save the PDF file generated by the system on his/her PC and, without making any changes, print it out and sign the last page of the printout in full by hand. This document has to be scanned and uploaded into the system.

Failure to sign the application will result in exclusion from the procedure.

In case of access via SPID, no signature will be required when submitting the application.

For any technical problems please contact support via the link at the bottom of the page: <https://pica.cineca.it/unimc>.

Art. 4

Content of the application for admission

In order to submit the application, the candidates must:

1) Select the position for which they wish to apply;

2) Declare, pursuant to Articles 46 and 47 of Presidential Decree 445 of 28/12/2000, that they assume responsibility for the truthfulness of the statements made in the application and that they are aware of the penal sanctions provided for by Articles 75 and 76 of said decree;

3) Declare that they have read the information notice on the processing of personal data and authorize the Holder and the Manager to process personal data under the terms specified in said policy; In the application, the candidate assume full civil, penal and administrative responsibility upon declaring:

1) Their name and surname, gender, place and date of birth, citizenship, tax code, address of residence, address for any eventual communication (if different from residence), telephone and electronic contact details for the purposes of the recruitment procedure;

2) They meet the requirements mentioned in the art.2;

3) They enjoy civil and political rights in their home country or country of origin;

4) They meet the requirements for admission to the selection process as set out in Article 2 of this call, specifying in particular that they have no relationship of kinship or affinity, up to the fourth degree inclusive, with a professor belonging to the Department which is issuing the call, or with the Rector, the General Manager or a member of the Board of Directors; Failure to provide this declaration will result in the exclusion from the procedure;

5) They have not been convicted of any criminal offense or they must provide the information about the conviction, indicating the details of the relevant sentences and any pending criminal proceedings against them; Failure to provide this declaration will result in the exclusion from the procedure;

6) The University where their academic qualifications were earned and the date of their conferral (for candidates referred to in Article 2, first sentence, letter a) of this notice);

7) They have an adequate knowledge of the Italian language (for candidates who are foreign citizens);

8) The address the candidate elects for the purpose of the procedure, as well as a telephone number and an email address. Any changes must be immediately communicated to the Human Resources Area - University Personnel Office by e-mail to concorsidocenti@unimc.it;

Any change of address elected by the candidate for the purposes of the selection procedure must be immediately notified by e-mail to concorsidocenti@unimc.it, indicating in the subject the numerical identifier associated with the application and the contest code.

The applicants must also attach the following documents to the application, in PDF format only:

1) A photostatic copy of a valid form of identification;

2) A curriculum vitae indicating their scientific and teaching activities;

3) The publications they intend to submit for evaluation for the application, which will be submitted according to the modalities described in article 5 below; The candidate may specify which publications are indexed in databases and to which database reference is made;

4) For candidates belonging to the category referred to in the first sentence of Article 2, letter b) of this call for applications, a declaration in lieu of certification pursuant to Article 46 of Presidential Decree no. 445/2000 attesting the service performed in the current position at their University and the remuneration;

Mere reference to documents or publications already submitted to this or another administration, or to documents or publications attached to another application for participation in another competition is not permitted.

The University accepts no responsibility for the loss of communications due to incorrect information on the candidate's address or failure or delay in communicating a change of address indicated in the application.

The University also accepts no responsibility for any failure to deliver or late delivery of communications relating to the procedure due to computer errors or in any case attributable to third parties, unforeseeable circumstances or force majeure.

Pursuant to Presidential Decree no. 445/2000, the University reserves the right to carry out appropriate checks on the truthfulness of the content of the substitute declarations.

The provisions of law no. 104 of 5 February 1992 apply.

Documents and documents drafted in a foreign language, must be accompanied by an Italian translation certified as conforming to the foreign text, drafted by the competent diplomatic or consular representation, or by an official translator or interpreter who certifies under oath before the registrar that they conform to the foreign text.

For non-Italian citizens, the certificates provided by the competent authorities of the State of which the foreigner is a national must comply with the provisions in force in that State and must also be legalized by the competent Italian consular authorities in accordance with the rules mentioned above.

Art. 5

Publications

The scientific publications that the candidate intends to produce for the selection procedure must be sent, numbering them in sequential order, exclusively by means of the online procedure referred to in Article 3 of this notice. The files (in. pdf format) must be free of macro-instructions and executable codes and must have a maximum size of 30 MB.

The number of publications that the candidate intends to submit for the purposes of the selection must not exceed the number indicated in Article 1 of this notice. If this number is exceeded, the Committee will evaluate them according to the order in which they are included in the procedure as per Article 3, up to the established limit.

The legal obligations must be fulfilled for all publications.

Any publications sent in by methods other than those defined in this article will not be taken into consideration by the committee.

Art. 6

Exclusions and waiver of participation in the selection

Candidates are admitted with reservation to the selection process.

Exclusion due to failure to meet one of the requirements of the present call for applications may be determined at any time by justified decision of the Rector.

Candidates who, following the submission of their application, intend to withdraw their application can send a notice of withdrawal accompanied by a photocopy of a valid ID to the Human Resources Area - University Personnel Office, via e-mail to concorsidocenti@unimc.it.

Art. 7

Selection Committee and relative requirements

A Selection Board is appointed for the selection procedure referred to in this call for applications, formed in accordance with the procedures set forth in Article 4 of the "Regulations governing the appointment of tenured full and associate professors" of the University of Macerata, promulgated with d.r. no. 333 of 2 October 2019.

Committee members must not find themselves in situations of incompatibility and conflict of interest in accordance with Article 51 of the Italian Code of Criminal Procedure, with the Code of Ethics of the University of Macerata and with the A.N.A.C. directives concerning the sharing of economic or life interests between examiner and competitor.

At its first meeting, the board, after electing its chairman and secretary from among its members, predetermines the criteria and parameters for assessing the candidates, without having had access to the list of candidates and the documentation they have produced.

The report will be sent to the person in charge of the procedure referred to in Article 11 of this notice, who shall ensure that they are published at least seven days before the continuation of the proceedings by publishing them on the institutional website at <https://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-personale-docente/concorsi-ai-sensi-dellart-18-legge-240-2010>.

At the following meeting, the board, will examine the applications submitted and set forth in the minutes that each of the board members are not incompatible or in a conflict of interest as indicated herein above. Subsequently, the board will express individual and a collective evaluation of the candidates based on their scientific publications, curriculum vitae and the teaching activities.

After examining the applications, the committee will carry out a comparative evaluation of the candidates and put them to a vote. The committee will indicate the winning candidate approved by a majority vote for the subsequent call by the Department. If not candidate is eligible, the committee will state so and provide the reasons.

Once the committee has concluded its work, it will submit the the minutes of the proceedings to the person in charge of the procedure.

The proceedings of the committee foresee the compilation of the minutes of the individual meetings. The individual and collective judgments made on each candidate form an integral and necessary part of the minutes.

The work of the committee must be completed within three months from the date of publication of the Rector's decree of appointment in the official online register. The Rector may extend the deadline for the conclusion of the procedure for one time only and for no more than two months.

In the event that the work is not completed by the established deadline, the Rector, by means of a justified provision, shall initiate the procedures for the replacement of the members who are responsible for the causes of the delay, and at the same time establish a new deadline for the conclusion of the work.

Article 8

Verification of the validity of the proceedings

The Rector, by his own decree, will verify, within thirty days from the delivery of the reports, the regularity of the acts, following a preliminary investigation by the competent offices, and declares the name of the winning candidate.

The decree will be published on the official on-line University and on the institutional website, notified to all the candidates and forwarded to the Department that requested the announcement for the subsequent requirements.

From the date of publication of the decree on the University's official on-line notice board, the deadlines for any appeals begin to run.

Individual and collegial judgments and comparative assessments are made public at <https://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-personale-docente/concorsi-ai-sensi-dellart-18-legge-240-2010>.

In the case of the Rector find irregularities in the proceedings, he/she will send the documents back to the committee with a justified provision, assigning a deadline.

Article 9

Call

Within two months from the date of the decree ascertaining the regularity of the proceedings, the Board of the Department that requested the recruitment will propose the call in accordance with the procedures set out in Article 6 of the "Regulations for the discipline of the call of tenured full and associate professors" of the University of Macerata, issued by the Rector's Decree no. 333 of 2 October 2019. The resolution will be adopted by the Board of Directors.

Art. 10

Appointment

The candidate selected will be notified of the appointment and invited to submit the necessary documents for the purpose of the appointment, which will be ordered by a decree of the Rector.

The rules regarding the legal status, rights and duties of professors and the economic and social security treatment of teaching staff as provided for by the regulations in force shall apply to the tenured person.

Article 11

Processing of personal data

The personal data transmitted by candidates with their application to take part in the public selection procedure are collected and processed by the University of Macerata, which is the data controller, in compliance with current privacy legislation (Legislative Decree no. 196/2003 and subsequent amendments and additions), solely for the purposes of managing this procedure.

For all information, please refer to the "University of Macerata's personal data protection notice" published at the link: <https://www.unimc.it/it/privacy-policy>

Art. 11

Person in charge of the procedure

The person in charge of the procedure covered by this notice is Dr. Simona Paielli of the Human Resources Area - Teaching Personnel Office - tel. no. 0733.2582663-2622-2423-2417, e-mail concorsidocenti@unimc.it.

Art. 12

Referral

For all that which is not expressly provided for in this notice, the provisions of current legislation on public competitions and university legislation shall apply, insofar as they are compatible.

Macerata

Rector

Prof. John Mc Court