

HUMAN RESOURCES AREA

TEACHING STAFF OFFICE

Attachment n.1

Subject Public selection procedure for 1 fixed-term full-time Tenure Track Researcher (RTT), in accordance with Article 24 (Italian Law) 30 December 2010 no. 240, with reservation as per article 24, paragraph 1-bis, G.S.D. 11/HIST-03 (Contemporary History), S.S.D. HIST-03/A (Contemporary History) - Department of Political Sciences, Communication and International Relations.

Art. 1

Announcement of the public selection procedure

A public selection procedure is hereby announced for the recruitment of **no. 1 fixed-term Tenure Track (RTT) Researcher** position for a six-year, non-renewable, full-time private law employment contract, pursuant to Article 24 of Italian Law n. 240/2010, as specified below:

Department: Political Science, Communication and International Relations

Scientific-disciplinary Group: 11/HIST-03 (Contemporary History)

Scientific-disciplinary sector: HIST-03/A (Contemporary History)

Degree course: LM-62 (Political Sciences)

Employment type: full time

Scientific productivity goals

The researcher will be required to produce original scientific results in the field of contemporary history, with special emphasis on political culture and political communication and history. The research must be supported by proven international experience, have a significant impact and lead to the publication of at least 3 articles in Class A international or national journals (based on the ANVUR classification), and/or scientific journals indexed in Scopus, and/or in ISI-Web of Science, and/or other forms of publication of importance for the given field.

Instructional format, supplementary teaching and student service activities

The researcher will carry out the teaching (also in English) of topics pertaining to the courses currently taught in the Department. This includes, in particular, courses for the degrees in European Politics and Euro-Mediterranean Relations (LM-62) and in Communication and Digital Cultures (LM-19), fulfilling the obligations indicated by current legislation regarding the number of hours of service for the position. The researcher will also provide ancillary teaching and student support services as set forth by the Department and the University.

Foreign language required for oral discussion: the English language

Maximum number of publications: 12

Art. 2
Admission requirements for selection

Candidates in possession of the following requisites can participate in the selection process:

- Candidates who are in possession of a **PhD** or equivalent qualification, received in Italy or abroad. Candidates who are in possession of a **qualification obtained abroad** have to produce a **copy of the statement of correspondence for the foreign degree** issued by the competent authorities. In the alternative, candidates must submit a certification that attests the equivalence of the degree for the Italian educational system as per L.D. 206/2007 and modified by L.D. 15/206 (for European degrees) and P.R.D 394/99 article 49 (for degrees from countries not in the EU). Otherwise, candidates must enclose a **copy of the request** for their qualification to be certified, including the date of the protocol number/submission, which must be prior to the application deadline for this call. For information regarding the procedure to obtain a statement of correspondence for a degree qualification, the University web site has a specific page for the procedure to follow for the selection process.

The candidates are admitted to the selection process with reserve. The winner of the selection must be in possession of the statement of correspondence or equivalence before being hired and, in any case, prior to the deadline that will subsequently be communicated by the Administration. If not, the winner will be disqualified.

- In accordance with the reservation set forth in article 24 paragraph 1-bis of Law 240/2010, the candidates must also **have attended a PhD program or have conducted research based on a formal contract (excluding unpaid research) with universities or research institutes, whether Italian or international, other than the University of Macerata for a total of at least 36 months.**

The following cannot take part in the selection process and therefore will be excluded:

- 1) Those who do not meet the admission requirements;
- 2) Those individuals who do not enjoy civil and political rights;
- 3) Those individuals who have been dismissed or disqualified from employment at a public administration;
- 4) Those who have been debarred from another state position, pursuant to article 127, letter d of Presidential Decree no. 3, 10 January 1957;
- 5) Full and associate professors or researchers who have already held a permanent position at a University are also ineligible, even if they are no longer employed in such a position;
- 6) Those individuals who have already benefited from, for at least three years, fixed-term researcher contracts in tenure track positions as referred to in Article 24 of Italian Law 240/2010, as amended by Italian Decree Law no. 36/2022, converted into Italian Law n. 79/2022;
- 7) Those individuals who, at the time of the application, have a family relationship (up to the fourth degree included) with a professor at the Department that is offering the position, or with the University Rector, the General Director or a member of the Board of Directors.

1) To have attended Ph.D. courses for at least thirty-six months, or to have conducted research through formal contracts (excluding research conducted without compensation) entered into with universities or research institutes, whether Italian or international, other than the University issuing this call.

Art. 3

Application and submission deadline

The application for admission to the selection procedure, the documents and publications considered useful for the assessment must be presented, under penalty of exclusion, exclusively online, via the following web page:

<https://pica.cineca.it/unimc>

by 11:59 pm (Italian time) on the thirtieth day from the day after the publication of this notice in the "Gazzetta Ufficiale della Repubblica Italiana" (Official Gazette of the Italian Republic).

No other methods of presenting admission or documentation in order to participate in the procedure are accepted.

Additional documents will not be accepted once the deadline has passed.

An email address is necessary in order to register in the system.

The candidate must include all information requested in order to present the application, attaching the documents in PDF format.

The application must be fully compiled in all sections.

The procedure allows any data inserted to be saved as a "draft", modified or integrated until the deadline passes.

The application must be definitively compiled, and the data of the online presentation will be certified by the information system by means of an automatic confirmation email. Once the application has been presented and the confirmation email received, the application can no longer be modified, but it can still be removed by clicking on the Ritira/Withdraw button on the start page (dashboard). The candidate can potentially re-apply.

Once the deadline for presenting applications has passed, the system will no longer allow the candidate to access or send the application.

Each application will receive an identifying number which, together with the **Competition code 2024RTT003**, must be specified in any and all related communication.

The **presentation of the application** must be established and concluded according to the following methods:

1. By means of **digital signature** using a smart card, USB tokens with digital or remote signatures, that allow the owner to digitally sign the documents:
 - In the case of the use of smart cards or token USB Digital Signature, it will be necessary to verify the compatibility of the device with the ConcorsiOnLine system. If successful, the owner can digitally sign the application directly on the server (ed. ConFirma);
 - If the candidate does not have a digital signing device compatible with the ConcorsiOnLine system or has a remote signature with access to a portal for the signature of generic documents, the PDF file generated by the system will have to be saved on the candidate's own PC and, without making any modifications at all, digitally signed in CADES format; a file with .p7m extension will be generated and will have to be uploaded to the system. Any changes made to the file before signing with Digital Signature/Remote Signature will impede the automatic verification of the correspondence of this document.
2. By accessing the procedure via **SPID** (Public Digital Identity System). In this case, no signature will be required during the application process.

3. In the event that it is not possible to use one of the two options listed above, the candidate will have to save the system-generated .pdf on their own PC and, without making any changes, print and **sign it in full** on the last page of the printout. This document will have to be scanned and uploaded to the system.

Failure to sign the application using one of the abovementioned methods will result in exclusion from the selection process.

Contact the support team via the link at the bottom of the page in case of any technical problems:
<https://pica.cineca.it/unimc>.

Art. 4

Application Content

For the purpose of submitting the application, the candidate must:

- 1) Select the position for which they intend to apply.
- 2)
- 3) Declare, pursuant to Articles 46 and 47 of Presidential Decree 445 of 28/12/2000, to take responsibility for the truthfulness of the information provided in the application and to be aware of the criminal penalties provided for in Articles 75 and 76 of the same decree.
- 4)
- 5) Declare to have read the information on the processing of personal data and to authorize the Data Controller and the Data Processor to process personal data in accordance with the terms specified in the aforementioned information.
- 6)

In the application candidates must state, taking full civil, penal and administrative responsibility:

- 1) Name and surname, gender, place and date of birth, citizenship, tax code, current address, a contact address for any communication (if different from place of residence), telephone and email contact information for the purposes of the selection proceedings;
- 2) That they hold all requirements defined in Art. 2 of this tender;
- 3) That they enjoy full civil and political rights in their country of origin or home state;
- 4) That they are not currently holding or have previously held a permanent position as full or associate professor or university researcher;
- 5) To have not already benefited, for more a three-year-period, from fixed-term researcher contracts in tenure track positions as referred to in Article 24 of Italian Law 240/2010, as amended by Italian Decree Law no. 36/2022, converted into Italian Law no. 79/2022;
- 6) That they have not been dismissed or relieved from their role in public administration for consistently inadequate performance nor from public employment pursuant to Art. 127, paragraph 1, letter d) of Italian Presidential Decree 2/1957;
- 7) That they are not related by blood or marriage up to the fourth degree of kinship, to a professor belonging to the Department that is overseeing the selection procedure, or the Rector, the Director or a member of the University Board of Administration;
- 8) That they have not been convicted of a crime or have any criminal proceedings; otherwise, any previous convictions (including the date of the ruling and the issuing judicial authority) or pending criminal proceedings must be disclosed. The existence of a previous criminal conviction is not in itself an obstacle to employment, unless the conviction is for a crime that prevents employment within public administration due to being barred from holding public office or entering into contracts with

public administration, or termination of the employment relationship (Articles 28, 29, 32-ter, 32-quarter, 32-quinquies of the Penal Code, Articles 3, 4, 5 of Italian Law no. 97 of 27 March 2001). In other cases, it will be the responsibility of the Administration to independently assess the severity of the relevant criminal acts committed by the individual to access public employment;

- 9) They have/have not for at least thirty-six months, even cumulatively, attended PhD courses or carried out research activities based on formal assignments, excluding activities free of charge, at Italian or foreign universities or research institutes, other than that referred to in this notice;
- 10) That they were not, for a duration of not less than one year, a holder of fixed-term researcher contracts, referred to in Article 24, paragraph 3, letter a) of Italian Law no. 240 of 30 December 2010, in the text in force before the date of entry into force of the conversion law of D.L. no. 36/2022;
- 11) That they were not, for a duration of not less than three years, holders of one or more research grants referred to in Article 22 of Italian Law no. 240 of 30 December 2010, in the text in force before the date of entry into force of the conversion law of D.L. no. 36/2022;
- 12) To have adequate knowledge of Italian language (for foreign candidates);
- 13) Any qualifications of equal merit and value, penalty of exclusion from the Commission's evaluation, in compliance with current legislation (Article 5 of Presidential Decree of 9 May 1994, no. 487).

The candidate must be in possession of such qualifications by the application deadline.

If the candidate chooses to change any contact information for the purposes of the selection procedure, this must be communicated in a timely fashion via an email to concorsidocenti@unimc.it with the application identification number and competition code in the subject line.

The candidate must **attach the following documents to the application**, exclusively in .pdf format:

- 1) A photostatic copy of a valid identity document;
- 2) CV listing all teaching and scientific activities;
- 3) Any letters of reference. Should the candidate have already obtained a letter of reference (max no. 3), it can be scanned and uploaded (max 10MB), or the referee professor's email address can be provided. Once the application is submitted, the system will automatically send an email request to the referee, including the candidate's details and the details of the selection process. The referee will not need to register but can access the webpage via the link provided. From the webpage, they can upload their letter of reference within the application deadline;
- 4) The publications to be submitted for evaluation in this procedure, are to be presented as laid down in the following Article 5.

No reference is allowed to documents or publications already submitted to this or other administrations, or documents or publications attached to other applications for another competition.

The University does not take any responsibility for lost communication due to inexact contact information given by the candidate such as missed or late communication of change of address from the one given in the application.

Furthermore, the University does not take any responsibility for any missed or late communication due to technical issues or attributable to third parties, unforeseeable circumstances, or force majeure.

The University, pursuant to Presidential Decree no. 445/2000, reserves the right to confirm the veracity of any self-declaration.

According to Italian Law 5 February 1992 no. 194, candidates with disabilities shall make an explicit request in their application for the necessary aid required in relation to their disability, indicating the possible need for extra time for their interview.

Art. 5

Publications

Any scientific publications the candidate intends to include for the purposes of the selection procedure must be submitted, in sequential order, exclusively via the designated online process outlined in the Art. 3 of this tender. The files (in .pdf format) must be devoid of macroinstructions and executable code and have a maximum size of 30 MB.

The number of publications that the candidate intends to include for the purposes of the selection must not be higher than that indicated in Art. 1 of this tender; if the candidate submits more than this number of publications, the Commission will evaluate the same following the order of the list of publications submitted by the candidate outlined in art. 4, up to the established limit.

It is specified that, pursuant to Italian Ministerial Decree no. 243/2011, a doctoral thesis is considered a publication and so, should the candidate intend to present it, they must count in as part of the maximum number of publications allowed.

Legal obligations must be fulfilled for all publications.

Publications submitted through methods different from those defined in this article **will not be** taken into consideration by the commission.

Art. 6

Exclusion and withdrawal from selection

Candidates are admitted to the selection procedure subject to discretion.

They can be excluded due to a lack of compliance with the requirements at any time and with reasonable cause by the Rector.

Any withdrawal from participating in the selection process must be sent – signed and dated – to the Human Resources Dept. – Teaching Staff Office, University of Macerata via email to concorsidocenti@unimc.it, along with a copy of a valid identity document, indicating the identification number associated with the application and the competition code.

Any withdrawal will come into effect from the date of the Commission's first meeting after receiving the declaration of withdrawal.

Art. 7

Admissions Committee and related obligations

An admissions commission shall be nominated for the purposes of the selection procedure, composed, in accordance with art. 7 of "Regulation for the discipline of fixed-term researchers (RTT)" issued with Italian Regional Decree No. 217 on June 7, 2023. The commission shall consist of three components, chosen from among full or associate professors, at least two of whom are external to the University and belong to the relevant competition sector under consideration. The commissioners must meet the requirements outlined in Article 6, paragraphs 7 and 8 of Law No. 240/2010 and must not be in situations of incompatibility or conflict of interest, governed by Article 51 of the Code of Civil Procedure, the Code of Ethics of the University of Macerata, and the ANAC directives regarding joint economic interests or personal life between the examiner and the applicant.

From the day following the publication of the Commission's appointment order on the official *online* notice board, the thirty-day period referred to in Article 9 of Decree-Law No. 120 of 21 April 1995 (converted with

amendments by Law No. 236 of 21 June 1995) for the submission of petitions for the objection of the member(s) of the same Commission pursuant to Article 51 of the Code of Criminal Procedure shall begin to run.

In the first meeting, the Committee, having appointed its president and secretary from among its members, shall establish in advance the criteria and evaluation parameters for the candidates without having access to the list of candidates or the documentation produced by them. The committee shall then proceed to define the maximum scores that can be assigned to these parameters/areas of evaluation, based on the provisions of Article 8, paragraph 7, of the aforementioned University Regulation.

The report will be passed on to the Procedure Officer who, as outlined in art. 16 of this tender, shall ensure its publication on the website <https://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-personale-docente/ricercatori-a-tempo-determinato-in-tenure-track-rtt/view> at least seven days before the continuation of the proceedings.

Once seven days have elapsed from the date of publication of the criteria, the Committee, having reviewed the applications received, subject to the declaration on record of the absence of any situations of incompatibility or conflict of interest as mentioned above, shall carry out a preliminary comparative evaluation of the candidates through a reasoned analytical judgment based on their CVs, qualifications and scientific production using the criteria and parameters, recognized at an international level, as identified by Italian Ministerial Decree no. 243/2011 and defined in the first meeting.

The committee shall also assess the adequate knowledge of languages and computer skills, work experiences in non-academic environments and experiences with national and international mobility programs. After the preliminary evaluation, the most meritorious candidates, ranging from 10 to 20 per cent of the total, and in any case not fewer than six individuals, are admitted for further discussion.

The list of eligible candidates admitted to interview to discuss their qualifications, publications and oral language test will be published on the University's official register online and on the portal of same, on the website <https://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-personale-docente/ricercatori-a-tempo-determinato-in-tenure-track-rtt/view>, at least 20 days in advance of the date of the interview.

The publication of the announcement on the University's official register *online* (http://www.unimc.it/albo_online) is equivalent to an official notification. Failure to attend the interview shall be considered as a withdrawal from the selection process whatever the cause.

It is possible to hold the interview remotely.

The Committee, following their discussion, has a total of 100 points to award according to the following categories:

- a) Evaluation and assignment of scores to each qualification;
- b) Evaluation and assignment of scores to each publication.

The candidate's presentation of qualifications and publications and the assessment of language proficiency take place in a public session with the Commission is public; candidates must hold a valid identity document in order to participate in the discussion. For the purpose of assessing the candidate's language proficiency, the Committee may seek the support of one or more experts.

The Committee, based on the overall points assigned, shall prepare the final classification, which is valid for six months, and identify the winner.

The records of the Committee consist of the minutes of each meeting; they are an integral and necessary part of the preliminary evaluation of the candidates, the points awarded to each qualification and each publication following the public interview.

The Commission then delivers the competition documents to the procedural officer. 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 of the University.

The Rector can defer the deadline, for one further month, upon demonstrable and exceptional reasons as advised by the president of the committee.

In the event the work is not completed by the time the deferred deadline, mentioned in the previous clause, has passed, the Rector, with reasonable cause, shall initiate procedures to substitute the entire Committee, given that the reason for the delay is attributable to the current components of the Committee while establishing a new deadline for the completion of the work.

Art. 8

Verification of records

The Rector, by means of a decree, shall verify the regularity of the acts within thirty days from the submission of the minutes, based on an investigation conducted by the relevant departments, and shall approve the final ranking, taking into account any preferred qualifications in accordance with art. 4, paragraph 2, point 10) of this tender.

The decree approving the final ranking is published on the University's official online register and website.

The deadline for appeals begins from the publication date of the decree in the University's official list *online*.

According to the publication requirements of the regulations, the minutes of the committee are made public at the following web address: <https://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-personale-docente/ricercatori-a-tempo-determinato-in-tenure-track-rtt/view>.

Should the Rector identify any irregularities in the conduct of the procedure, they will refer the acts back to the committee with a reasonable cause, assigning a deadline for correction.

Art. 9

Recruitment

Within 90 days from the adoption of the Rector's decree approving the acts, and after the approval of the appointment by the Board of Directors, the University shall proceed to sign the contract with the winning candidate for the position of researcher.

Art. 10

Contract Signing

The position of the fixed-term researcher is by means of a fixed-term private law employment contract, signed by the Rector and interested party. The contract must explicitly state the following:

- a) Start and end date of the agreement;
- b) Department, place of service, competition sector and scientific-disciplinary sector;
- c) The work commitment regime;
- d) Identification of research, teaching, supplementary teaching and student service activities, including modes of implementation;

- e) Financial, pension and insurance aspects;
- f) Specification of contract termination causes and the necessary notice periods.

Public administration employees shall be placed on leave for the entire duration of the contract, without receiving any allowances or making pension contributions. Alternatively, they may be placed in a non-permanent position in cases where this is provided for by the relevant legislation.

In the case of compulsory maternity leave, the corresponding period of leave is included in the duration of the contract, without prejudice to the possibility of the researcher requesting, within the expiration of the contract, the extension of the duration for a period not exceeding that of the compulsory maternity leave.

Art. 11

Treatment of Personal Data

All personal data provided by candidates with the application to participate in the selection procedure will be collected and processed by the University of Macerata, data controller, in compliance with current legislation in relation to privacy (Reg. UE 679/2016 and Italian legislative decree no. 196/2003 and successive modifications and integrations), for the sole purpose of managing the current selection process.

For information, please see the selection “Code for the protection of personal data of the University of Macerata” published here: <https://www.unimc.it/it/privacy-policy>.

Art. 12

Commitments

The contract holder appointed as a result of this selection procedure is required to fulfil a total annual commitment for teaching, supplementary teaching, and student service activities corresponding to the work commitment regime specified in the tender. For full-time employment, this commitment is set at 350 hours, while for part-time employment, it is set at 80 hours.

Holders of researcher contracts pursuant to Art. 24, paragraph 3 of Italian Law No. 240/2010 can only change their work commitment regime after one year of service by submitting a motivated request to the relevant department. The request will be evaluated by the Department Board, considering scientific and teaching needs, as well as, in the case of a change from part-time to full-time, the financial sustainability of the adjustment.

The actual activities of teaching, supplementary teaching, and student services shall be recorded in a designated register, and submitted annually for the approval of the director of the relevant department.

For the purpose of research project reporting, the quantification of research activities, teaching, supplementary teaching, and student services is set at 1500 annual hours for full-time researchers and 750 annual hours for fixed-term researchers.

Researchers are required to annually submit a detailed technical-scientific report on their research activities for approval by the Department Board. Failure to obtain approval for the report may constitute grounds for contract termination.

Art. 13

Remuneration

The comprehensive gross remuneration for the entire duration of the contract for fixed-term researchers is equal to the remuneration of a confirmed full-time researcher in pay grade 0, increased by 10%.

Fixed-term researchers are not subject to the economic and career advancements established for permanent researchers.

Art. 14

Incompatibility

With the exception of any additional incompatibilities mandated by law, the fixed-term researcher's contract is incompatible with the following:

- a) Any other employment relationship, even part-time or fixed-term, with public or private entities, without prejudice to the provisions of Art. 10 of the present tender;
- b) Attending a research doctoral program or a post-doctoral course, and in general, receiving any scholarship, whether granted by national or foreign institutions, except in cases where the scholarship is specifically intended for international research mobility purposes;
- c) Holding other research grants, including those from other universities or public research institutions.

Art. 15

Tenure Track

Within the planning resources available, commencing from the conclusion of the third year and for each subsequent year of contract tenure, the University evaluates, upon request of the interested party, the contract holder who was awarded the national scientific qualification as referred to in Article 16 of Italian Law no. 240/2010, for the purpose of appointment as an associate professor. The interested party to the relevant department, starting from the conclusion of the third year of the contract and no later than 180 days prior to the contract's expiration, can submit the request annually.

The evaluation procedure is carried out in accordance with the procedures indicated in Article 7 of the University Regulations for the Regulation of the Calling of Professors of the First and Second Grade (issued by R.D. No. 209 of 5 July 2018 and amended by R.D. No. 333 of 2 October 2019) and Article 15 of the Regulations for the Regulation of Researchers on Temporary Contracts (RTT) issued by R.D. No. 217 of 7 June 2023.

The evaluation includes the completion of a teaching test within the relevant scientific-disciplinary group (in the absence of a scientific-disciplinary group, in the relevant competition sector). Except for applicable amendments to the regulations, the teaching test consists of presenting a teaching unit on a topic drawn by the candidate from a predetermined set of three topics provided by the committee at least 24 hours before the test and after a formal convocation. At the end of the teaching test, the Committee provides a justified positive or negative assessment of the test, which is considered, passed only in case of a positive assessment.

Until the date according to Italian Decree Law no. 36 of 30 April 2022, converted into Italian Law no. 79 of 29 June 2022, Article 14, paragraph 6-duodevices, upon request of the researcher, the following is recognized for classification purposes:

- A service period of three years for those who have held contracts for at least three years as University Researchers under Article 24, paragraph 3, letter a) of Italian Law No. 240 of 2010, in the version prior to Italian Decree Law 36/2022. In this case, the evaluation for appointment as an associate professor takes place no earlier than 12 months from the commencement of service.
- A service period of two years for those who have held research grants, for at least three years, under Article 22 of Italian Law No. 240/2010, in the version prior to Italian Decree Law 36/2022.

Art. 16

Head of Procedures

The head of procedures of this tender is Dr. Simona Paielli, Human Resources Dept. – Teaching Staff Office
– tel. n. 0733.2582663-2622-2423-2417, e-mail concorsidocenti@unimc.it.

Art. 17

Deferral

Anything that has not been provided for in this tender applies to the provisions of current legislation on public competitions and university legislation, in as far as is compatible.

Art. 18

Publication of tender

This tender is published on the website of the Università degli studi di Macerata, <https://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-personale-docente/ricercatori-a-tempo-determinato-in-tenure-track-rtt/view>, on the official online register of the University and the websites of the Minister for Universities and Research and the European Union.

The procurement notice is published in the Official Gazette of the Italian Republic.

Macerata,

Rector

Prof. John Mc Court