

Attached to Rectoral Decree number 127 of 10th June 2011

“Regulations regarding the selection procedure of CONTRACTED PROFESSORS at Università Commerciale Luigi Bocconi, according to the Law 30th December 2010, n. 240, article 23”

CHAPTER I GENERAL RULES

Article 1 – Subject

- 1.1** These regulations, issued according to article 23 of the law of 30th December 2010, n.240, govern the selection procedure for Contracted professors at Università Commerciale “L. Bocconi” of Milano.
- 1.2** In accordance with these regulations, it is intended:
- a. for “*Università*”, the Università Commerciale “L. Bocconi”;
 - b. for “*Selection*”, the selection methods used for Contracted professors of the University, governed by the current regulations;
 - c. for “*Human Resources Committee*”, the Committee nominated by the Rector commissioned for 2 academic years, coinciding with the Rector’s mandate, to carry out the evaluation of the candidates presented for the vacancies for tenured and non-tenured positions;
 - d. for “*Contracted professors*” non-tenured teaching staff commissioned to carry out teaching activity, additional teaching, tutorship and student services ex article 23, of the law 240/2010, according to the different types of contract allowed for by these current regulations;

CHAPTER II RECRUITMENT FOR CONTRACTED PROFESSOR POSITIONS

Article 2 – Activation of the procedure

- 2.1** Within the limits of the places assigned by the University Board, the Departments can ask the Rector authorization to publish a Job Advert based on their teaching requirements. The Rector, having heard the opinion of the Vice-Rector for Human Resources, authorizes the advert for a three year private law contract as Contracted professor, for each scientific area to be covered, assuring that the advert is publically advertised and contains articles ex art. 23, 2nd comma of the law 240/2010.
- 2.2** The vacancy advertisement must show:
- a. the type of contract: Contracted professor contract, ex art. 23, 2nd comma of the Law 240/2010;
 - b. the duration: three years, with possibility of renewal;
 - c. the starting date: usually from September 1st or March 1st of every academic year;
 - d. the Department of referral;
 - e. the scientific sector;

f. the requirements, methods and deadline for participation in the selection procedure for the vacancy.

The advertisement can also indicate: the type of commitment requested by the University (140 teaching hours), also with referral to our internal rules for each sector.

2.3 The Job advert must be publicized on the university website.

Article 3 – Requirements for applying

3.1 Candidates who are teaching experts and who have adequate educational qualifications with significant teaching experience can participate in the comparative evaluation procedure for vacant Contracted professor positions.

3.2 Relations or kin, up to and including 4th grade, with a professor pertaining to the Department asking for the vacancy, or with the Rector, the Managing Director or a member of the University Board, cannot apply.

Article 4 – Deadlines and methods for application

4.1 Applications must be sent electronically via e-mail to the address shown in the advert, by the deadline indicated in the advert. The application deadline cannot be less than 20 days from the publication date on the University website.

4.2 Each candidate must send electronically, together with the application:

- a) a scientific curriculum in pdf;
- b) a list of qualifications and publications in pdf;
- c) certificates, publications and research papers which the candidates intend to submit for evaluation.

Article 5 – Candidate selection procedure and general evaluation criteria

5.1 In order to carry out the evaluation, the University will use the Human Resources Committee, organized in subcommittees.

5.2 The Human Resources Committee using comparisons, will evaluate: the curriculum vitae, list of publications, qualifications and papers presented by the candidates.

Preferred qualifications include:

- a) teaching experience in a university environment.

The Human Resources Committee can also ask:

- a) to carry out a lesson. The candidate will be given 5 topics in closed envelopes, the candidate will choose 3 envelopes of which he must choose one to be the chosen

topic of his lesson after 24 hours.

- 5.3 At the end of the selection procedure, the Human Resources Committee will appoint a winner. The Human Resources Committee will keep a record of the evaluation carried out which will be forwarded to the relevant Department Director and published on the University website.
- 5.4 The Department Council can approve the proposal to confer a Contracted professor contract, in this case, the Council must inform the relevant administrative office to complete the contract, or can decide with reasons to not proceed with the filling of the Contracted professor vacancy.

Article 6 – Conferral of the Appointment

- 6.1 The University will provide a three-year private law contract, with the possibility of renewal, starting from September 1st of the following academic year, or from March 1st of the current academic year.
- 6.2 The University will annually define the internal teaching rules and the teaching hours of the Contracted professor in order to complete their contractual obligations. Any possible extra teaching hours will be subject to additional contracts

CHAPTER III CONTRACTED PROFESSORS

Article 7 – Teaching contracts, including additional contracts and those for tutoring, ex article 23, 2nd comma of the law 240/2010 – Contracted professors

- 7.1 In order to fulfill the teaching planning decisions made by its academic bodies, the University based on its teaching and tutoring needs as well as budget constraints, can give salaried teaching assignments to Italian and foreign academics and non-academics who have the necessary scientific and professional qualifications, using a private law fixed term contract according to ex. art. 23, 2° comma of the Law 240/2010.
- 7.2 The University will assign the teaching loads referred to in the preceding comma, by ratifying all decisions by the School Council of referral according to the guidelines made by the Executive Committee and the University Board.
- 7.3 The selection of teaching staff will be carried out using the list of registered ideal candidates updated by the University. All contract teaching staff can enter this list including those who are non-tenured staff from other universities, non-academics and other categories included in the Bocconi Teaching Staff list.
- 7.4 Italian and foreigner scholars, professionals, managers and tenured professors at other universities can be part of the list, through an evaluation based on merit and

on scientific and teaching competencies at their current Department.

- 7.5** Applications, can be sent to the relevant Department electronically, and must include an adequate curriculum vitae and list of publications. The Department will ensure a meritocratic evaluation of the competencies of the candidates that, if judged appropriate will be inserted into the list of teachers at Bocconi University.
- 7.6** The University will annually update the database of teachers in Bocconi, updating the teacher's profile periodically based on their Curriculum Vitae, as well as possible exclusions from the list, who have been inactive for at least three years and with teaching performances, provided annually by the University Evaluation Unit insuring that they have carried out their assigned teaching hours.

Article 8 – Teaching contracts, including additional contracts and those for tutoring, ex article 23, 2nd comma of the law 240/2010 – Senior Contracted professors

- 8.1** Based on specific conventions with public offices and research institutions the University can give teaching assignments, with or without payment. These assignments have a duration of an academic year, renewable for a maximum of 5 years for Italians and foreigners, academic or non-academic if they are experts with excellent qualifications, with an important academic or professional CV, through a private law fixed term contract ex. art. 23, 1° comma of the Law 240/2010.
- 8.2** In particular, contracts for free, according to these regulations can only be made with individuals who are self-employed or employed with income which is not less than the limits posed by the laws in force.
- 8.3** The University will assign the teaching loads referred to in this article, by ratifying all decisions by the School Council of referral according to the guidelines made by the Executive Committee and the University Board.
- 8.4** The nomination of contract teaching staff according to art. 23, 1st comma, comes about based on a proposal by the Department, evaluated by the Human Resources Committee. The University Board approves the contract referral. Finally, the University Evaluation Unit checks the adequacy of the Contracted professors' CV with the teaching tasks assigned to them.
- 8.5** *The Full professors of the University, who are retired due to age limits, or who have retired early, can access this contract, on a proposal by the relevant Department and by the University Board having examined the opinions and dossier put together by the Human Resources Committee. The Contract, called a “Senior Contract”, will be for two years, renewable, with the possibility to carry out teaching and research activity, after having been approved by the governing bodies of the University.*

Article 9 – Teaching contracts, including additional contracts and those for tutoring, ex article 23, 3rd comma of the law 240/2010 – Visiting Professor Program

- 9.1** The University, in order to encourage internationalization and on the basis of its teaching and research necessities, can attribute teaching contracts based on its budget availability or using donated ad hoc funds by private individuals, companies or foundations. These teaching contracts can be given to teachers, scholars or professional foreigners who are working abroad or in foreign institutions in Italy, who possess an adequate scientific or professional curriculum, using a private fixed-term ex. art. 23, 3rd comma of the Law 240/2010, known as “Visiting Professor Contract”, defined as follows.
- 9.2** The conferral of a Visiting Professor contract, article 23, 3rd comma, is the jurisdiction of the University Board, following instructions by the Human Resources Committee, based on a proposal by the Department Director or the Dean of Bocconi’s PhD School, in line with the teaching timetables approved by the relevant School Council. The salary rate will be determined by the general regulations decided by the University Board, within the Bocconi Visiting Professor Program Guidelines.
- 9.3** In particular the Visiting Professor Program, is based on the following types of profiles based on differing types of work and length:
- **“Short Term”** contract, with a limited duration necessary to undertake teaching activity and allows for a work program based entirely on teaching;
 - **“Long Term”** contract, lasting six months or one year, limited to an academic year, allows for a program of teaching and research related to areas linked to the relevant Department or the PhD School;
 - **“Research Long Term”** contract, lasting at least three months, limited to an academic year, allowing for a program with limited teaching activity and more intense activity related to research connected to areas linked to the relevant Department or the PhD School
- 9.4** The University will ensure that the Curriculum Vitae of the teachers with a Visiting Professor contract are published on the university website.

Article 10 – Teaching contracts, including additions for tutoring, ex art. 23, 1st and 3rd comma of the Law 240/2010 – Adjunct Professor Program

- 10.1** The University, in order to increase internationalization on the basis of its teaching and research needs, can attribute teaching contracts based on its budget availability or using donated ad hoc funds by private individuals, companies or foundations. These teaching contracts can be given to teachers, scholars or professional foreigners who are working abroad or in foreign institutions in Italy, who possess an adequate scientific or professional curriculum, through means of a private law contract or professional work contract, ex. article 23, 3rd comma of

the Law 240/2010, known as “Adjunct Professor Contract” as defined here below.

- 10.2** The University can also confer teaching contracts to Italian and foreign academics or non-academics who are highly qualified experts, who possess an adequate scientific or professional curriculum, ex art. 23, 1° comma of the Law 240/2010, these are also called “Adjunct Professor Contract” defined as follows.
- 10.3** The conferral of Adjunct Professor contracts, of article 23, 1st and 3rd comma, is the responsibility of the University Board, following instruction by the Human Resources Committee, based on the proposal of the competent Department Director and minutes of the Academic Council. The salary is determined according to the general indications agreed upon by the University Board, in the area of the Bocconi Adjunct Professor Program.
- 10.4** In particular our Adjunct Professor Program is structured in the following way, based on academic profile:
- **“Adjunct Professor”** contract, for Full and/or Associate Professors with tenure, at prestigious foreign universities, for an annual or six month duration defined in the contract, for teaching and research activity. The contract is usually for three years, with the possibility of renewal (article 23, 3rd comma).
 - **“Adjunct Professor”** contract, for non academic Italians and foreigners, for the duration of six months or a year, as defined in the contract, for teaching and research activity. The contract is usually for three years, with the possibility of renewal (art. 23, 1st comma).
- 10.5** The University will ensure that the Curriculum Vitae of Adjunct Professors are published on the University web site.

CHAPTER IV ***EFFECTIVE DATE***

Article 11 – Effective Date

- 11.1** The current regulation, as decreed by article 23 of the law 240/2010 will be effective from the day after the Rector’s decree is published on the university website.