

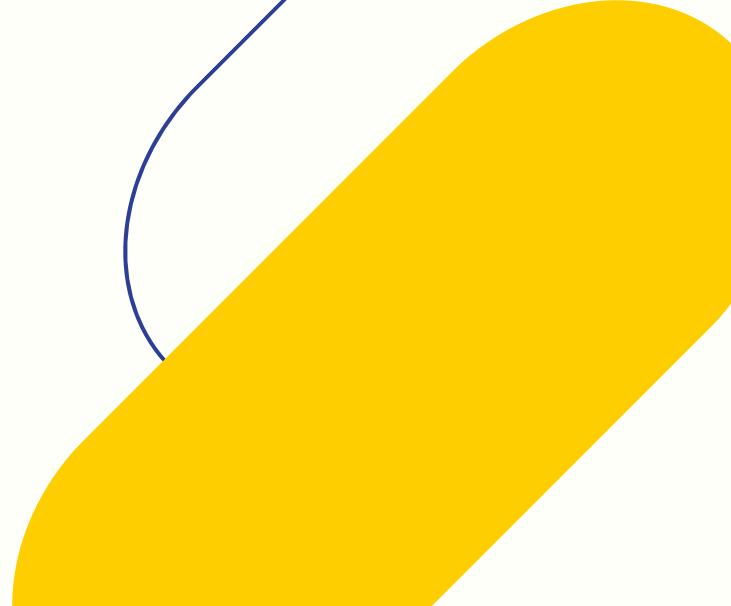


VADEMECUM FOR THE RECRUITMENT PROCEDURES OF UNIVERSITY PROFESSORS AND RESEARCHERS

University of the Studies "G. D'Annunzio, Chieti-Pescara
Professors and Researchers Recruitment Sector
Div. 13 - Human Resources Area



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1- TYPES OF POSITIONS TO BE RECRUITED

- Full Professors (First Academic Rank)
- Associate Professors (Second Academic Rank)
- RTT – Tenure Track Researchers
- RTD-B – Fixed-term Researchers (Type B)

2- REQUIREMENTS

For Full Professor and Associate Professor Positions
Article 18, paragraph 1, Law No. 240/2010

- Scholars holding the National Scientific Qualification, pursuant to Article 16 of Law No. 240/2010, in the relevant competition sector (with reference to the Scientific Disciplinary Group – GSD) and for the academic functions specified in the recruitment procedure; alternatively, limited to applications for Associate Professor positions, scholars holding the qualification for higher academic functions, provided that they do not already occupy an academic position corresponding to such higher functions;
- Scholars who have obtained eligibility pursuant to Law No. 210/1998 and subsequent amendments, corresponding to the academic rank for which the call for applications is issued, within the period of validity of such eligibility, in accordance with Article 29 of Law No. 240/2010;
- Professors already employed at other universities, holding an academic rank corresponding to the position announced in the call for applications and classified within the same competition sector (with reference to the Scientific Disciplinary Group – GSD) indicated in Annex 1 – Profile – of the Call, pursuant to Article 18, paragraph 1, letter b), of Law No. 240/2010;
- Scholars who are permanently engaged abroad in research or university-level teaching activities, holding a position equivalent to the academic rank specified in the call for applications, according to the correspondence tables established by the Ministry of Universities and Research (reference: Ministerial Decree No. 456/2023 and subsequent amendments and integrations).

2- REQUIREMENTS

For Full Professor and Associate Professor Positions
Article 18, paragraph 4, Law No. 240/2010

- Same requirements as indicated above. Individuals who, during the three-year period preceding the deadline for submitting applications, have served as full professors, associate professors, permanent researchers, fixed-term researchers pursuant to Article 24, paragraph 3, letters a) and b), or have held research fellowships or have been enrolled in university courses at the University “G. d’Annunzio” of Chieti-Pescara, or have been appointed pursuant to Article 7, paragraph 5-bis, shall not be permitted to participate in this type of procedure.

2- REQUIREMENTS

For Full Professor and Associate Professor Positions

Article 18, paragraph 4-ter, Law No. 240/2010 (applicable to Full Professor positions only)

- Scholars holding the National Scientific Qualification, pursuant to Article 16 of Law No. 240/2010, for the relevant competition sector (with reference to the Scientific Disciplinary Group – GSD) and for the academic functions required by the procedure;
- Scholars who have obtained eligibility pursuant to Law No. 210/1998 and subsequent amendments, for the academic rank corresponding to the position announced in the call for applications, limited to the validity period of such eligibility, in accordance with Article 29 of Law No. 240/2010;
- Scholars permanently engaged abroad in research or university-level teaching activities, provided that they hold the National Scientific Qualification pursuant to Article 16 of Law No. 240/2010, for the relevant competition sector (with reference to the Scientific Disciplinary Group – GSD) and for the academic functions required by the procedure.

Professors currently serving in Full Professor positions, as well as scholars permanently engaged abroad in research or university-level teaching activities in positions equivalent to the academic rank announced in the call, shall not be permitted to participate in procedures pursuant to Article 18, paragraph 4-ter, of Law No. 240/2010.

2- REQUIREMENTS

For Tenure Track Researchers (RTT):

- For **calls without reserved positions**, candidates are required to hold a **PhD degree** or, where applicable, a **medical specialization diploma**.
- For **calls with external reserved positions**, candidates are required to hold a **PhD degree or, where applicable, a medical specialization diploma**. In addition, for this type of call, candidates must also possess either a PhD degree or documented research experience acquired through formally assigned research activities (excluding unpaid activities) for a total duration of **at least thirty-six months**, including cumulative periods, carried out at universities or research institutes, in Italy or abroad, other than the University “G. d’Annunzio” of Chieti-Pescara.
- For calls reserved for **RTD-A researchers and Research Fellows** (valid until **31 December 2026**), candidates are required to hold a PhD degree or, where applicable, a medical specialization diploma, as well as to have held either an **RTD-A contract for at least one year or a research fellowship contract of no less than three years’ duration**.

2- REQUIREMENTS

For Fixed-term Researchers – Type B (RTD-B):

- Candidates are required to hold a PhD degree or, for the relevant sectors, a Medical Specialization Diploma. In addition, candidates must also meet one of the following mandatory requirements – except in cases where candidates hold a medical specialization diploma for the relevant sectors;
- Having held fixed-term research contracts of at least three years' duration pursuant to Article 24, letter a), of Law No. 240/2010;
- Holding the National Scientific Qualification (Abilitazione Scientifica Nazionale) for the functions of Full Professor or Associate Professor pursuant to Article 16 of Law No. 240/2010;
- Having held research fellowships for at least three years, even if non-consecutive, pursuant to Article 51, paragraph 6, of Law No. 449/1997 and subsequent amendments, or pursuant to Article 22 of Law No. 240/2010 (previous versions in both cases), or having held post-doctoral fellowships pursuant to Article 4 of Law No. 398/1989, or having held equivalent contracts, fellowships, or scholarships at foreign universities;
- Having held, for at least three years, contracts awarded pursuant to Article 1, paragraph 14, of Law No. 230/2005, or equivalent contracts, fellowships, or scholarships at foreign universities.

3- RECOGNITION OF FOREIGN QUALIFICATIONS

Successful candidates who do not already hold an official recognition (equipollenza) of their foreign academic qualification are required, under penalty of forfeiture, to submit an application for recognition to the Ministry of Universities and Research or to the Ministry of Education and Merit within fifteen days from the publication of the final ranking. For further information, candidates are advised to consult the following link: <https://www.funzionepubblica.gov.it/it/il-dipartimento/documentazione/moduli-equivalenza-titoli-di-studio/>. Candidates who already possess the official recognition (equipollenza) of their foreign qualification must upload the related document directly at the time of submitting their application.

Alternatively, candidates may submit a self-declaration attesting possession of the recognition, without prejudice to the Administration's right to verify the accuracy of the statements provided.

In the case of a medical specialization obtained abroad, candidates are required to provide a declaration indicating the details of the decree recognizing the qualification as equivalent to the corresponding Italian university degree. Pending the issuance of the recognition decree by the competent authorities, candidates must indicate the details of the receipt confirming submission of the recognition request. For information regarding the recognition procedure, please consult the following webpage:

<https://www.salute.gov.it/portale/riconoscimentoQualifiche/homeRiconoscimentoQualifiche.jsp>.

In such cases, the candidate shall be admitted to the selection process with reserve. Should the candidate be declared successful at the end of the competition, the recognition decree must be submitted prior to the signing of the contract. Failure to submit the decree within the specified deadline will result in automatic exclusion from the procedure. This requirement is necessary to allow the Department to proceed with the appointment within the time limits established by the applicable Regulations.

In all cases, candidates are admitted to the selection with reserve; if additional administrative verification becomes necessary, candidates are required to regularize their application within the peremptory deadline assigned to them, failing which they shall be excluded from the procedure.

4- CALL FOR APPLICATIONS: PUBLICATION

- **PUBLICITY OF THE CALL:** The call for applications is published in the Official Gazette of the Italian Republic, on the University's online Register (Albo online), and on the University webpage dedicated to the selection procedure at the following link: <https://www.unich.it/ateneo/bandi-gare-e-concorsi/personale-docente-e-ricercatore/reclutamento/ricercatori> where an English version of the call is also made available (for researcher positions only). **A summary of the job position is published on the EURAXESS portal:** (<https://jobfellowship.mur.gov.it/index.php?module=jobfellowship&page=JFLogin&action=login>)
- **CONTENT OF THE CALL:** The call for applications specifies: the purpose of the selection procedure; the admission requirements; the methods and deadlines for submitting the application and its required content, including all mandatory attachments; information regarding the establishment, duties, and conclusion of the work of the Evaluation Committee; and information concerning the appointment procedure.

Attachments to the call include:

1. Annex 1 – Profile;
2. Annex A – Application form (automatically generated by the online platform used for submitting the application);
3. Annex B – Self-declaration in lieu of certifications;
4. Annex C – Template for the table of qualifications and third mission activities, to be used for structuring the CV (**applicable to RESEARCHER positions only**).

5- METHODS OF APPLICATION SUBMISSION

Applications must be submitted exclusively through the online procedure available at the following web address:

<https://reclutamentodocenti.unich.it/>. Candidates must create a personal account by entering and registering their personal information.

The platform is also accessible using the candidate's personal SPID credentials.

The sections to be completed are as follows:

- Admission requirements;
- Candidate information;
- Curriculum vitae – uploaded in PDF format;
- Curriculum vitae with sensitive and personal data redacted – PDF upload (**applicable to RESEARCHER positions only**);
- Complete scientific output – specifying the Scientific Disciplinary Group (G.S.D.) for bibliometric and non-bibliometric sectors – uploaded as a PDF file;
- Additional qualifications and patents – uploaded in PDF format;
- Publications – uploaded in PDF format.

The application form will be automatically generated once all the required files have been correctly uploaded and all the sections listed above have been duly and fully completed. The call will remain open for at least 20 days, and the deadline for closing the application is set at 11:59 p.m. on the last available day, starting from the day following the publication of the notice announcing the procedures in the Official Gazette of the Italian Republic. By this deadline, the application must first be **CLOSED** on the platform and subsequently **FINALIZED** through one of the following methods:

- Hand delivery;
- Submission to the Rector by registered mail via postal service;
- Submission via certified e-mail (PEC), with either a digital signature or a handwritten signature on all documents.

6- CONDUCT OF RECRUITMENT PROCEDURES FOR FULL AND ASSOCIATE PROFESSOR POSITIONS

- Appointment of the Evaluation Committee and publication of the Rector's Decree of appointment on the University's online Register (Albo online) and on the University webpage;
- A period of 30 days from the date of publication is granted for candidates to submit any objections against one or more members of the Committee. Within the following 45 days, the Committee must convene for its inaugural meeting.
- During its first meeting, the Committee shall: - identify the types of publications that will be subject to evaluation;
 1. determine the weighting of each criterion and parameter to be taken into consideration;
 2. establish the date, time, and venue for the foreign language proficiency test (only if required in Annex 1 – Profile of the call) and for the Italian language proficiency test for foreign candidates. The notice of such tests shall always be published at least 15 days prior to the scheduled date.
- During its second meeting, the Committee shall proceed with: the evaluation of the candidate's overall scientific output, the submitted publications, research activities, internationalization activities, teaching activities, managerial, organizational and service activities, third mission activities, and, where applicable, clinical-care activities or professional activities in non-medical fields carried out within public institutions;
 1. the assessment of foreign language proficiency, with reference to the foreign language indicated in the call (if applicable);
 2. the assessment of Italian language proficiency for foreign candidates.
- Approval of the Evaluation Documents: Published on the University's online Register (Albo online) and on the University webpage, indicating the name of the most qualified candidate and the corresponding scores awarded to all candidates following the selection procedure.

7- CONDUCT OF RECRUITMENT PROCEDURES FOR RESEARCHERS

- Appointment of the Evaluation Committee and publication of the Rector's Decree of appointment on the University's online Register (Albo online) and on the University webpage;
- A period of 30 days from the date of publication is granted for candidates to submit any objections against one or more members of the Committee;
- First meeting: drafting of Minutes No. 1, containing the evaluation criteria for qualifications and curriculum, publications, overall scientific output, clinical-care activities, or professional activities carried out within public institutions and in a non-medical field.
- Second meeting: drafting of Minutes No. 2, containing the Committee's assessments from the preliminary evaluation of the candidates' CVs and qualifications;
- Third and final meeting: interview, drafting of Minutes No. 3, and assignment of the scores;
- Approval of the Evaluation Documents: published on the University's online Register (Albo online) and on the University webpage, indicating the name of the successful candidate and the merit ranking based on the scores awarded following the evaluation.

8- APPOINTMENT PROPOSAL

- **FOR FULL AND ASSOCIATE PROFESSOR POSITIONS:**

Within sixty days from the approval of the evaluation documents, the Department that requested the position shall adopt a resolution proposing the appointment of the most qualified candidate. The candidate proposed by the Department is appointed, by Rectoral Decree, as Full Professor or Associate Professor, following the approval of the appointment proposal by the Academic Bodies. The appointed candidate shall submit a request for affiliation to the Department that originally requested the position.

- **FOR TENURE TRACK RESEARCHERS (RTT):**

Following the publication of the Decree approving the evaluation documents and its transmission to both the successful candidate and the proposing Department, the successful candidate shall send an e-mail expressing their request for affiliation to the Department. The Department shall adopt a resolution proposing the appointment within 30 days from the publication of the Decree and shall forward the relevant extract to the Recruitment Office for Academic Staff and Researchers. The Recruitment Office shall then submit the proposal for approval to the Academic Bodies (the Academic Senate and the Board of Administration). The employment contract shall be signed within 90 days from the publication of the Approval of the Evaluation Documents.

- **FOR FIXED-TERM RESEARCHERS – TYPE B (RTD-B):**

Following the publication of the Decree approving the evaluation documents and its transmission to both the successful candidate and the proposing Department, the successful candidate shall send an e-mail requesting affiliation to the Director of the proposing Department. Within 60 days from the approval of the evaluation documents, the Department Council shall adopt a resolution both proposing the appointment of the successful candidate and approving the related affiliation. The Department shall then transmit an extract of the resolution to the Recruitment Office for Academic Staff and Researchers. The Recruitment Office shall subsequently submit the proposal to the Academic Bodies (the Academic Senate and the Board of Administration) for approval and simultaneous authorization for the stipulation of the employment contract.

9- LIST OF DOCUMENTS REQUIRED FOR TAKING UP DUTY

1. ACCEPTANCE OF APPOINTMENT (declaration of availability to take up duty, to be submitted via e-mail);
2. DECLARATION OF COMMENCEMENT OF DUTY (the successful candidate must formally declare the date on which they will take up duty; this declaration must be made in person at the Department);
3. GENERAL SELF-DECLARATIONS IN LIEU OF CERTIFICATIONS – SELF-DECLARATIONS IN LIEU OF NOTARIAL AFFIDAVITS (submitted pursuant to Articles 46 and 47 of Presidential Decree No. 445 of 28 December 2000 and subsequent amendments);
4. SELF-CERTIFICATION FORM FOR PROFESSIONAL REGISTER ENROLMENT AND ONAOSI CONTRIBUTION;
5. WORKER'S DECLARATION PURSUANT TO ARTICLE 23 OF PRESIDENTIAL DECREE No. 600/1973 FOR THE APPLICATION OF TAX DEDUCTIONS (ARTICLES 12 AND 13 OF THE ITALIAN CONSOLIDATED INCOME TAX ACT – TUIR);
6. DIGITAL PHOTOGRAPH FOR THE UNIVERSITY SMART CARD;
7. INFORMATION BROCHURE AND PRIVACY NOTICE REGARDING THE NEGOTIATED PENSION FUND “FONDO PERSEO SIRIO” (the researcher shall declare that they have read the documents and whether they intend to join the fund - **required for researchers only**);
8. VALID IDENTITY DOCUMENT.

The certification of the effective commencement of duty on the declared date shall be issued by the Department Director through a specific declaration.



For every doubt or information about the procedures, please contact us at
0871 355 6760/6095/6382/6336/6058/6097/6758
or write to the following e-mail address:
reclutamentodocenti@unich.it

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