



UNIVERSITÀ DEGLI STUDI DI MILANO

DIREZIONE LEGALE E PROCEDURE CONCORSUALI PERSONALE DIPENDENTE
SETTORE PROCEDURE CONCORSUALI PERSONALE DOCENTE E TAB

This is a courtesy translation. In all matters of interpretation, the original Italian version shall prevail.

Assessment procedure for entrusting 1 post as full tenured University Professor at the Department of Literary Studies, Philology and Linguistics, to be entrusted via call under art.24, paragraph 6, of Law No.240/2010 of 30 December 2010

THE RECTOR

- HAVING REGARD TO Law No. 168/1989 of 9 May 1989, with specific regard to art. 6, and any subsequent amendments thereto, under which Universities are entrusted with regulatory autonomy;
- HAVING REGARD TO Law No. 241/1990 of 7 August 1990 concerning "New norms governing administrative procedures and the right to access administrative documents" and any subsequent amendments thereto;
- HAVING REGARD TO Decree of the Italian Prime Minister No.174/1994 of 7 February 1994 governing the access of the citizens of the European Union member states to jobs at public administrations;
- HAVING REGARD TO Decree of the President of the Italian Republic No.445/2000 of 28 December 2000 concerning the Consolidated Act on legislative and regulatory provisions governing administrative documentation and any subsequent amendments thereto;
- HAVING REGARD TO Law No. 106/2004 of 14 April 2004 and the related Decree of the President of the Italian Republic No.240/2006 of 3 May 2006;
- HAVING REGARD TO Leg. Dec. No. 198/2006 of 11 April 2006 concerning the "Code for Equal Opportunities between man and woman, under art.6 of Law No.246/2005 of 28 November 2005" and any subsequent amendments thereto;
- HAVING REGARD TO the University Charter;
- HAVING REGARD TO the University of Milan Ethical Code;
- HAVING REGARD TO Law No.240/2010 of 30 December 2010 and specifically to art.24, paragraph 6;
- HAVING REGARD TO Leg. Dec. No.33/2013 of 14 March 2013 concerning the "Reorganisation of the provisions governing the duties of information publicity, transparency and dissemination by the Public Administration";
- HAVING REGARD TO Ministerial Decree No.855/2015 of 30 October 2015 concerning the "Redefinition of competition macro sectors and sectors" laid down in art.15 of Law No. 240/10;
- HAVING REGARD TO the University of Milan Regulation governing the call for full tenured and associate professors under Law No.240/2010 of 30 December 2010 passed by Rector's Decree No.1631/2018 of 20 April 2018;
- HAVING REGARD TO Leg. Dec. No. 196/2003, and subsequent additions and amendments thereto, and Leg. Dec. No. 51/2018 of 18 May 2018, implementing the UE Directive No.2016/680 by the European Parliament and Council of 27 April 2016 concerning the protection of physical subjects in terms of personal data processing;
- HAVING REGARD TO art. 249 of Law Decree No.34/2020 of 19 May 2020, coordinated with the Law of conversion No.77/2020 of 17 July 2020, under which the principles and directive criteria laid down in art. 247 and 248 concerning the modalities to implement competition examinations, the judging committee activities and those to submit applications can be applied also to the Public Administration referred to in art.1, paragraph 2, of Leg. Dec. No. 165/2001 of 30 March 2001;
- HAVING REGARD TO Rector's Decree No.2278/2020 of 17 July 2020 governing the implementation of competition examinations online and the related annexes providing guidelines for committees and candidates;
- HAVING REGARD TO the deliberation of 5 February 2020 by which the Board of Directors ruled to assign full tenured professor posts to the Departments, among which one post for the scientific-disciplinary



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sector L-FIL-LET/12 - Italian Linguistics at the Department of Literary Studies, Philology and Linguistics;

HAVING REGARD TO the deliberation of 21 July 2020 by which the Board of the Department of Literary Studies, Philology and Linguistics laid down useful indications to release the relevant competition notice;

WHEREAS the present competition call is part of the triennial planning referred to in art.1.3 of Law Decree No.7/2005 of 31 January 2005, amended and converted into Law No.43/2005;

NOW THEREFORE DECREES AS FOLLOWS

Art. 1

Assessment procedure for full tenured professor calls

1. The following assessment procedure for entrusting 1 post as full tenured university professor via call has been announced under art.24, paragraph 6, of Law No. 240/2010:

Department of LITERARY STUDIES, PHILOLOGY AND LINGUISTICS

Competition code: 4408 Number of posts: 1

Competition sector: 10/F3 - Italian Linguistics and Philology

Scientific-disciplinary sector: L-FIL-LET/12 - Italian Linguistics

Maximum number of publications to be submitted at the candidate's
choosing: 12

Specific functions that the professor is requested to carry out:

- *Teaching functions: holding classes pertaining to the L-FIL-LET/12 scientific-disciplinary sector afferent to the didactic offer of the Department.*
- *Scientific functions: scientific activities in the field of the topics included in the L-FIL-LET/12 scientific-disciplinary sector.*

Art. 2

Subjective prerequisites to be admitted to the procedures

1. The following exclusively are entitled to participate in the assessment procedure: associate professors and open-ended contract researchers in service with the University of Milan and holding the National Scientific Qualification (ASN) under art.16 of Law No.240/2010 for the competition sector announced or for one of the competition sectors included in the same macro-sector, for the category and the functions announced in the notice.
2. The following are not entitled to participate: candidates who, at the moment of their application, are within the forth degree of kinship with a professor afferent to the Department announcing the post, or with the Rector, the General Director or with a member of the University Board of Directors.
3. Candidates must meet the aforementioned prerequisites upon the deadline to submit their application for the procedure and must keep meeting them through the whole duration of the procedure. Any potential change as for having the prerequisites necessary to participate must be communicated without delay.

Art. 3

Transparency

1. Pursuant to the transparency obligations laid down in Leg. Dec. No. 33/2013 of 14 March 2013, the present competition notice, the list of candidates and their curriculum vitae, the composition of the judging committee, the minutes and the results of each assessment procedure are published on the following website: <https://www.unimi.it/it/node/580/>.

Art. 4

Online application



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1. The application for the assessment procedure must be submitted, under penalty of expulsion, **by 12 noon (Italian time) of the fifteenth day** starting from the day following the publication of the competition notice on the University website.
2. The application for the present selection procedure must be **completely and exclusively filled in and submitted online** by using an IT platform available on the University of Milan website.
3. Two steps are to be followed when applying:
 - a. **Registration**
Employees at the University of Milan, who already have their official credentials - username: `name.surname@unimi.it` + password: email address password -, can enter the SICON platform by using their credentials with no need to register anew.
 - b. **Filling in and submitting the application**
Go to the Unimi webpage <https://www.unimi.it/it/node/580/> and select the procedure code through the research browser at the top of the page.
When entering the box related to the procedure you intend to apply for, click on "*Presenta la domanda*".
You are now inside the SICON platform.
Fill in the application according to the relevant instructions provided by the IT system.
The application form is available starting from the day on which the present competition notice is published on the University website.
After filling in the application online, candidates must print the documentation provided by the system, sign it and scan it in pdf format - or, as an alternative, e-sign it and upload the file in p7m format.
Unsigned applications entail being expelled from the procedure.
The application can be submitted 24 hours a day, within the deadline, from any computer. The online application procedure is disabled, without exception, on the deadline. On this day the IT system will not allow candidates to access the form nor send the application.
In order to complete the procedure, the candidate must upload the pdf or p7m format application accompanied by the following documents:
 - 1) a pdf copy of a valid identification document;
 - 2) a pdf copy of the tax code;
 - 3) a pdf curriculum vitae, up to 30 pages, according to the Annex A table, reporting the date, but **no signature or initials**. As declared in the application, the curriculum vitae is equivalent to a self-certification under the provisions laid down in art. 46 and 47 of the Decree of the President of the Italian Republic No.445/2000 governing the possession of the qualifications reported there;
 - 4) a pdf copy of the list of the publications submitted according to the modalities laid down in the following art.7, reporting number, date and signature;
 - 5) a .zip or .rar compressed folder containing the digitalised publications according to the modalities laid down below (it is possible to upload up to 5 compressed folders);
 - 6) a pdf copy of the Annex B self-certification certifying that the publications comply with their original version.
4. **The application procedure terminates by selecting "Conferma" at the bottom of the "Allegato domanda" page.** An email is sent by the system to the email address provided by the candidate confirming that the application has been received.
5. After the confirmation email, it is still possible to upload a new application within the deadline indicated in the competition notice. **To modify the application or one of the annexes submitted, it is necessary to enter "Annulla domanda" and then upload the new application and any new annexes.** Should the candidate want to replace just one or more of their annexes, still it is necessary to download again the application documentation generated by the system, sign it and scan it in pdf format - or, as an alternative, e-sign it again and upload the file in p7m format. **To terminate the modification process, it is necessary to select the "Conferma" option at the bottom of the "Allegato domanda" page. Should the confirmation be missing, the application shall be deemed invalid.**
6. The online application procedure, of both application form and annexes, must be completed by 12 noon (Italian time) of the fifteenth day starting from the publication of the competition notice on the



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University website.

7. The procedure is deemed as complete once the application form and the related annexes are uploaded and sent; should the application not be sent, it will not be taken into consideration.
8. Should the deadline be on a public holiday, it will be possible to fill in and submit the application by 12 noon (Italian time) of the first available working day.
9. Those candidates whose applications were not sent within the deadline or in way different from that explained above are not admitted to participate in the assessment procedure.
10. Should the aforementioned online procedure be unavailable, the University of Milan reserves the right to communicate on its website the alternative modalities to submit the application.
11. All information regarding the implementation of the present procedure is sent to the candidate's institutional email address @unimi.it.
12. All the qualifications that the candidate intends to submit must be held upon the deadline of the present notice and must be reported on the curriculum vitae exclusively by using the Annex A table.
13. The Administration reserves the right to run some sample checks to verify whether what was reported in the self-certification is true.

Art. 5

Expulsion from the assessment procedure

1. Candidates are admitted to the assessment procedure under reserve.
2. A Rector's Decree shall motivate the expulsion of one of the candidates should they not meet the necessary requirements specified in the present notice.
3. Should the reasons which motivate an expulsion be verified after implementing the assessment procedure, the Rector shall decree the expiration of any rights following the participation in the procedure itself; candidates whose self-certifications required during the application or provided under the Decree of the President of the Italian Republic No.445/2000 are found to be untrue shall likewise forfeit their rights.

Art. 6

Forgoing to participate in the assessment procedure

1. Candidates who wish to forgo to participate in the assessment procedure will have to send the pdf format scan of the relevant declaration by using the Annex C sample together with a copy of their identification document to the email address valcomp@unimi.it at the Academic and Research Staff Recruitment Office.

Art. 7

Publications

1. Scientific publications which the candidates intend to submit must be numbered in running order, in accordance with the relevant dated and signed list, and must be submitted in a digital version exclusively on pdf files collected in compressed folders - .zip or .rar - up to 5 folders.
2. The candidate must respect the maximum number of publications to be submitted, if laid down in art.1. Sending more publications than those laid down in art.1 of the present notice shall entail being expelled from the procedure.
3. Publications and texts accepted for publication in compliance with the legislation in force, as well monographs, essays included in collections and articles published on paper or digital magazines exclusively are deemed as assessable for the present assessment procedure. Internal notes and departmental reports are not assessable.
4. Tests and articles accepted for publication, within the deadline of the present notice, must be submitted together with the acceptance document from the publisher.
5. Publications included in the list but not submitted or publications submitted but not included in the list attached to the application will not be taken into consideration by the judging committee.



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6. Publications published in Italy must comply with Law No.106/2004 of 15 April 2004 and with the relevant regulation issued by Decree of the President of the Italian Republic No.252/2006 of 3 May 2006.
7. Publications published abroad must report the date and, if possible, the place of publication or, as an alternative, the ISBN, ISSN code or the like.
8. Publications must be submitted in their original language. Should this language be different from Italian, French, English, German or Spanish, publications must be translated into Italian or English. The translation can be submitted as a typewritten document together with the test printed in its original language.
9. For procedures regarding linguistic sectors, it is allowed to submit publications produced in a language or in one of the languages for which the competition was announced, even if they are different from the ones laid down in the previous paragraph.

Art. 8

Formation of the Judging Committee

1. The Committee is appointed via Rector's Decree within two months from announcing the post, if possible.
2. The Committee is formed under the provisions laid down in art.12 of the "University Regulation governing the call for full tenured and associate professors to implement Law No.240/2010 of 30 December 2010".
3. Candidates can ask for one or more of the committee members to recuse by sending their request to the Rector within fifteen days from the publication on the University website of the Rector's Decree by which the Committee is appointed. Should a reason to recuse arise after the aforementioned time limit, but still before that the Committee has taken office, the deadline starts from the moment that the reason to recuse arose.
4. Any modifications to the legal status of the Committee members arisen after their appointment do not affect being a member of the Judging Committee.
5. In the event that, in a time period of six months, more than one call for the same competition sector and for the same or the same scientific-disciplinary sectors and which relate to different Departments are implemented, the selection Committee is unique and operates using homogeneous assessment criteria.

Art. 9

Definition of the qualitative standards to assess the candidates

1. The qualitative standards to assess the candidates are defined with reference to research, teaching, complementary teaching and service activities, in compliance with Ministerial Decree of 4 August 2011 and with art. 4, 5, 6, 7, 8 and 9 of the University of Milan Regulation governing the call for full tenured and associate professors under Law No.240/2010 of 30 December 2010. If the assessment procedures apply to posts for which clinical-aid activities in the field of medicine or veterinary medicine are required, assessment standards are defined with reference to these activities as well.
2. Qualitative standards for institutional, organisational and service activities rendered at considerable public and private institutions and scientific and cultural organisations are defined as well.

Art. 10

Ranking modalities

1. The assessing Committee assesses the following elements by rating each of them up to a maximum score as specified below:
 - a) research activities and scientific publications: 60 points, out of which 75% for scientific publications;
 - b) teaching, complementary teaching and service activities to students, including opinions expressed by the students, if any: 30 points;



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- c) institutional, organisational and service activities: 10 points;
- d) clinical-aid activities, if required: 10 points.

Art. 11

Assessment of teaching activities

1. For the purposes of assessing teaching activities, amount, intensity and continuity of the activities carried out by the candidates are taken into consideration, with particular reference to classes and modules for which they were responsible.
2. In terms of complementary teaching and service activities to students, the following activities are specifically taken into consideration: mentoring bachelor's degree, master's degree, PhD and specialisation school dissertations and theses; tutoring bachelor's degree, master's degree and PhD students; seminars.
3. Opinions expressed by students attending modules or classes held by the candidates, if any, refer to the answers to the questions included in the questionnaires collected for each class held during the previous academic three years. Administration Offices provide the judging Committee with the data related to the opinions expressed by students.

Art. 12

Assessment of research activity and scientific publications

1. For the purposes of assessing scientific research activities carried out by the candidates, the qualitative standards take the following elements into consideration:
 - candidates' scientific autonomy;
 - ability to attract competitive funding as a project supervisor;
 - organising, directing and coordinating national and international research centres or groups or participating in them, and other activities as directing or participating in publishing committees of scientific magazines, or being a member of renowned scientific academies;
 - holding patents in the relevant sector;
 - being awarded or having received national and international recognition for research activities;
 - being a speaker at internationally renowned conferences and conventions;
 - assessing activities in the field of national and international competitive selection procedures.
2. In assessing the candidates, the overall amount, intensity and temporal continuity of the scientific production submitted by each candidate must be taken into consideration, excluding those periods of time they had to stop doing research, upon due justification, with particular reference to parenting (leave and leave of absence established by law, different from that granted for studying).
3. The criteria to assess scientific publications are the following:
 - originality, innovation, methodological accuracy of each publication and their dissemination and impact within the scientific community;
 - coherence between each publication and the post to be entrusted and the competition sector or the interdisciplinary topics strictly linked with the profile;
 - analytical definition of the individual contribution provided by the candidate when working in collaboration, also based on criteria recognised by the international scientific community of reference;
 - the assessing Committee also takes advantage of one or more of the commonly used bibliometric indicators for those sectors where their use is internationally spread.

Art. 13

Assessment of managing, organisational and service activities

1. For the purposes of assessing managing, organisational and service activities, the amount and continuity of the activities carried out are taken into consideration, with particular reference to managing tasks



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and duties implemented inside collegiate bodies and committees at considerable public and private institutions and scientific and cultural organisations, or at the University of Milan or other universities.

Art. 14

Assessment of clinical-aid activities

1. Clinical-aid activities are assessed based on the coherence between the candidate's overall activity and the competition sector of the present assessment procedure and the scientific-disciplinary sector specified in the present notice, if any. The following elements are taken into consideration: duration, continuity, specificity and the level of responsibility of the aid activities carried out.

Art. 15

Assessment procedure implementation

1. The judging Committee can hold online sessions as well.
2. During the first session, the Committee shall draw up the specific criteria and parameters to be used for assessing the previously carried out activities for each candidate.
3. Then the Committee shall rate the activities under the specific provisions laid down in articles 10, 11, 12, 13 and 14.
4. At the end of the assessment procedure, through a deliberation passed with absolute majority of the members and upon due motivation, the Committee shall identify the candidate or, in case of more than one post, the candidates who are better qualified to be entrusted the post or the posts called for by the present procedure.

Art. 16

Documentation regularity verification

1. The assessing Committee shall terminate its activities within two months starting from the date of the Rector's Decree by which it was appointed.
2. For justified reasons signalled by the President of the Committee, the Rector might extend the aforementioned time limit only once and for no more than two months. Should the extension terminate, but the assessment procedure not be concluded and the relevant documentation not be submitted, the Rector shall dismiss the Committee and appoint a new one.
3. The Rector shall verify that the documentation submitted by the Committee be regular within 30 days starting from the submission of the documentation itself upon preliminary activity by the relevant Offices. Should the Rector deem it as necessary, upon due justification, the documentation might be resent to the Committee for it to be regularised within the deadline established by the Rector themselves. Should the opportunity arise, the Rector might take advantage of a consulting verification committee, appointed by the Rector themselves, for the purposes of carrying out a preliminary verification of the documentation produced by the Committee, under obligation of confidentiality.
4. Candidates are informed about the results of the selection exclusively through the publication of a Rector's documentation approval Decree on the University website, on page <https://www.unimi.it/it/node/580/>. The time period to challenge the results start from the date of publication of the aforementioned Rector's Decree on the University website.
5. The minutes and the final report drawn up by the judging committee are published on the University website.
6. The most qualified candidate or, in case of procedures announcing more than one post, candidates shall be appointed having concluded the procedure referred to in the following art.17.

Art. 17

Call

1. Following the results of the assessment procedure, the relevant Department shall submit to the Board of Directors the call for entrusting the selected candidate or candidates with the post or the posts



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within a month from the approval of the assessment procedure documentation by the Rector.

2. The call shall be approved by the Board of Directors.
3. The professor is afferent to the Department which requested the call.
4. Should the Department not deliver any deliberations within the deadline laid down in paragraph 1, the Department must provide due motivation to the Board of Directors and is not entitled to request any calls for recruiting full tenured professors for the same competition code and for the same scientific-disciplinary sector, if any, for which the selection had been implemented in the two years following the documentation approval.

Art. 18

Professors' rights and duties

1. Rights and duties are those established by the legislation in force regarding the teaching staff legal status and by the University Regulation on professors' and researchers' academic duties.

Art. 19

Emoluments and welfare

1. Emoluments and welfare are those established by the relevant legislation in force.

Art. 20

Personal data

processing

1. Under Legislative Decree No.51/2018 of 18 May 2018, the University of Milan undertakes to respect the confidentiality of all information provided by the candidate. All the data provided are processed for the relevant purposes connected to and functional to the procedure and potential appointment, in compliance with the legislation in force.

Art. 21

Procedure

supervisor

1. The present assessment procedure supervisor is Ferdinando LACANNA - email address: ferdinando.lacanna@unimi.it.
2. For further information, please refer to the Academic and Research Staff Recruitment Office - telephone number 025031/3065-3101-3103; email address: valcomp@unimi.it.

Art. 22

Publication of the competition notice

1. The present notice is published on the University website.

THE RECTOR
Elio Franzini

ANNEX A

UNIVERSITY OF MILAN

Assessment procedure for recruiting full tenured professors under art.24, paragraph 6, of Law No.240/2010 for competition sector _____,

(scientific-disciplinary sector _____)

at the Department of _____, Competition code _____

[Name and
Surname]
CURRICULUM VITAE

PERSONAL DATA (DO NOT WRITE YOUR PERSONAL ADDRESS AND LANDLINE OR MOBILE PHONE NUMBER)

Surname	
NAME	
Date of Birth	[day, month, year]

INSERT YOUR CURRICULUM VITAE

Date

Place

ANNEX B

**SELF-CERTIFICATION UNDER DECREE OF THE PRESIDENT OF THE ITALIAN REPUBLIC
No.445/2000**

I, the undersigned

Surname

Name

Born in

on

Residing in:

City

Province

Address

Number

being aware of the legal consequences laid down in art.76 of the Decree of the President of the Italian Republic
No.4445/2010 for forgery and false declarations, under my own responsibility

DECLARE

that the digital copies of the following publications comply with the original.

**(INSERT THE LIST OF THE PUBLICATIONS YOU INTEND TO SUBMIT FOR THE PURPOSES OF THE
PRESENT PROCEDURE)**

Date

Place

The declarant

The Administration reserves the right to run sample checks to verify whether what was reported in the self-certification is true.

Under Leg.Dec. No.196/2003 and Leg.Dec. No.51/2018, please note that the data included in the present form are being processed in compliance with the legislation in force, exclusively for the purposes for which they are required.

Sample letter to forgo to participate in the assessment procedure

To the Rector
Of the University of Milan
7, Festa del Perdono Street
20122 MILAN

Assessment procedure for recruiting full tenured professors under art.24, paragraph 6, of Law No.240/2010 for competition sector _____
(scientific-disciplinary sector _____)
at the Department of _____, Competition code _____

I, the undersigned

Surname _____

Name _____

Born in _____

on _____

Residing in:

City _____

Province _____

Address _____

Number _____

being aware of the legal consequences laid down in art.76 of the Decree of the President of the Italian Republic No.4445/2010 for forgery and false declarations, under my own responsibility

FORGO

oggetto to participate in the assessment procedure in question.

Date _____

Place _____

The declarant

Please find attached a copy of the identification document.

Under art.3, paragraph 10. Of Law No.127/1997 and Law No.191/1998, the acknowledgement of the signature is no more required. The Administration reserves the right to verify whether what is reported in the declaration is true.
Under Leg.Dec. No.196/2003 and Leg.Dec. No.51/2018, please note that the data included in the present form are being processed in compliance with the legislation in force, exclusively for the purposes for which they are required.