

RULES AND REGULATIONS GOVERNING THE PROCEDURES FOR THE EVALUATION OF TEACHING, RESEARCH AND ADMINISTRATIVE/MANAGEMENT WORK, AND THE PROCESS FOR THE AWARD OF THREE-YEAR SALARY INCREMENTS TO TENURED *PROFESSORS AND RESEARCHERS* *AT THE UNIVERSITY OF FOGGIA, AS SET OUT IN Prot. No.12260 - I/3 CONTAINING AMENDMENTS TO THESE REGULATIONS EFFECTED ON 6 MAY 2017, CONVERTING PRESIDENTIAL DECREE LAW No. 521/2017

("To ensure accessibility and clarity, these Rules and Regulations use masculine formulations generically to refer to all genders")

Article 1

Purpose and Scope

1. The present regulations delineate the framework for self-certification and verification of the actual performance of teaching and student service activities by professors and researchers of the University of Foggia. This is in accordance with the provisions of art. 6, sections 7 and 8, of Law no. 240 of 30 December 2010.

These regulations also delineate the procedure for granting the three-year salary increment, in compliance with Article 6, Section 14, and Article 8 of Law No. 240 of December 30, 2010, as amended. The aim is to enhance internal benchmarking and foster the University's development. The three-year salary increment refers to the three-year period following the category in which the professor or researcher is placed. The legal effects of the increment begin from the date on which the period is accrued, while the economic effects of the increment begin from the first day of the month in which the period is accrued. For the purposes of this part of the Regulations, 'professors and researchers' shall refer to permanent professors and researchers, and an 'increment' shall refer to the three-year increment.

CHAPTER I

ASSESSMENT OF EDUCATIONAL DELIVERY, RESEARCH AND ADMINISTRATION WORK

Article 2

Teaching Obligations of Full-Time Tenured Professors

1. Full-time tenured professors are obliged to allocate a minimum of 350 hours per year to teaching activities, including mentoring and tutoring, as well as learning assessment.

2. Full professors on fixed-term contracts are required to allocate a minimum of 250 hours per year for teaching and student service tasks, including mentoring and tutoring, and for learning assessment activities.

3. In accordance with the legal obligations to which they are bound, and within the framework of the annual planning of the didactic activities provided, full professors are expected to fulfil the traditional lecturing (face-to-face learning) duties assigned by the relevant Department. In accordance with Article 6, Section 7, of Law no. 240/2010 and subsequent amendments and additions, an exception to sections 1 and 2 is permitted, as outlined in a resolution adopted by the Academic Senate. This resolution delineates the possibility of differentiating teaching duties for professors of medicine disciplines, with regard to specific types of teaching, as well as in relation to the professor's engagement in particular duties in terms of management or research.

4. It is imperative to acknowledge that this is without prejudice to cases in which restrictions on teaching activities are requested and authorised by the Rector or the Academic Senate on the basis of what is set out in the law.

* Main Faculty Positions in Italy:

Professore Ordinario, or more precisely: Professore di I fascia = Full Professor or First-level Professor, (tenured position) • Professore Associato, or more precisely Professore di II fascia = Associate Professor or Second-level Professor, (tenured position), Ricercatore = Assistant Professor, Ricercatore confermato = Tenured Assistant Professor

Article 3

Teaching Duties of Permanent *Researchers*

1. Researchers engaged on a full-time, permanent basis are permitted to allocate a maximum of 350 hours per year to additional teaching and student service tasks. Such tasks may include guidance and tutoring, in addition to learning assessment activities.

2. Researchers who are employed on a fixed-term contract and defined-hours contract shall have a maximum allocation of 200 hours per year for the performance of further teaching and student service tasks, including guidance and tutoring, and for learning-assessment activities

Article 4

Teaching duties of *researchers* on fixed-term contracts

1. The teaching activities of researcher employed on fixed-term contracts are subject to the University Regulations for the recruitment of researcher on fixed-term contracts, which are issued in accordance with Article 24 of Law 240 of December 30, 2010.

2. The total number of hours per year for face-to-face teaching, as well as for supplementary teaching and student service activities, is 350 hours for full-time *researchers* on fixed-term contracts as outlined in Article 24, sections 3, letters a) and b).

3. For researchers on fixed-term contracts, as referenced in Article 24, section 3, letters a) and b), the cumulative number of hours per year required to carry out face-to-face teaching, supplementary teaching and student service activities is 200 hours.

4. In both scenarios, the teaching duties are allocated on an individual basis, with a minimum of 60 hours of face-to-face teaching (traditional) time allocated for each year of the fixed-term research position.

Article 5

Modalities for the Implementation of Teaching Activities by Professors and Researchers

1. Professors and researchers must carry out their assigned teaching duties in accordance with the regulations, guidelines, and teaching programs established by their Department and the University.

2. In the event that a professor becomes unable to fulfil their duties, whether through exceptional and contingency situations of legitimate impediment or force majeure (e.g. health reasons, scientific or institutional commitments), they must notify the relevant office of the Department so that students can be informed in advance.

Article 6

Self-certification of teaching activities

1. Professors and researchers must record attendance, subjects taught and learning assessments in the digital registers on the Esse3 portal. By September 30, they must also submit a list of additional teaching activities, including tutoring and assessments. Both the Rector and the Head of Department have access to this information".

2. The documents' content constitutes a declaration in lieu of an affidavit (art. 47 of Presidential Decree 445/2000). Each lecturer is personally responsible for the statements made (art. 76 of Presidential Decree 445/2000).

Article 7

Self-certification of research work

1. According to Law 240/2010, tenured professors and researchers must submit an online report every three years, detailing their scientific work during the previous three-year period. This report will be accessible to the Rector and the Head of the Department.

2. The contents of the document referred to in the previous section shall constitute a declaration in lieu of an affidavit as referred to in art. 47 of Presidential Decree 445/2000; each lecturer is personally responsible for the declarations made, in accordance with the rules on self-certification and false declarations (art. 76 of Presidential Decree 445/2000).

3. The objective criteria for verifying the results of research activities are defined by ANVUR, without prejudice to the exclusive competence of the University to evaluate positively or negatively the activities of permanent professors and *researchers*.

4. In accordance with the provisions outlined in section 2 above, professors are required to self-certify that they fulfil the following criteria:

a) Have published a minimum of three scientific papers in the last five years, with ISBN/ISSN (for journal publications, the journal must be classified under fields 08, 10-14, as applicable for the national scientific qualification) or indexed in Web of Science (WoS) or Scopus.

a1) Meet the requirements regarding the indicators for participation in the examination boards of the National Scientific Qualification as Full Professors. In the case of Associate Professors, the indicators required for the National Scientific Qualification as Full Professors apply. As an alternative to point a.1), full and associate professors are permitted to self-certify that they possess at least two of the following requirements:

- I. directing research organisations or institutes of high international standing;
- II. scientific responsibilities in general or for research units (work package, national partner in European projects or local partner in national projects, etc.) for international and national research projects accepted for funding on the basis of calls for proposals which provide for peer review;
- III. directing or participating in the editorial boards of Scopus/WoS journals or ANVUR classified journals, as well as editorial series, encyclopaedias and textbooks of recognised standing in the field of interest.
- IV. Participation in the faculty of doctoral programmes accredited by the Ministry;
- V. Teaching or research positions (fellowships) in qualified universities and foreign or international research institutes;
- VI. Significant recognition of their scientific work, including membership of academies of recognised standing in the field and presidency of prestigious scientific societies.
- VII. participation as a speaker at national or international scientific conferences.
- VIII. Leading or participating in national or international research groups associated with universities or leading public or private institutions.
- IX. Participation in editorial boards of Scopus/WoS or ANVUR classified journals, as well as editorial series, encyclopaedias and treatises of recognised prestige in the field of interest.

Article 8

Self-certification of admin duties

1. Professors must submit an online report every three years on activities carried out during the previous three years. This is in line with Presidential Decree no. 382/1980 and Law no. 230/2005. The Rector and the Department Director can consult this document.

2. The document's contents serve as a substitute for an oath (Article 47 of DPR 445/2000). Each professor is responsible for the statements made in this document (art. 76 of DPR 445/2000).

Article 9

Evaluation procedure

1. The Rector may examine submitted documents on a sample basis.

2. The Rector, at the request of the professor/researcher concerned and with the support of the relevant Department, shall also formulate the evaluation referred to in art. 6, 8 (Law No. 240/2010).

Article 10

Negative evaluation consequences

Negative evaluations result in the exclusion of tenured professors and researchers from the qualification, selection and career advancement committees of academic staff, and from the bodies for the evaluation of research projects (art. 6, paragraph 8, law no. 240/2010).

Article 11

Transitional provisions

1. The provisions of this Chapter, except those regulated by other regulations, apply from the date these Regulations come into force.

2. If the three-year reference period is completed before these Regulations come into force, the concerned individual must self-certify that they satisfy the previous Regulations, should these prove more favourable.

CHAPTER II PAY GRADE

Article 12

Procedures for Implementing the Individual Assessment for Salary Increments

1. Salary increment reviews are conducted quarterly.
2. Eligible professors and researchers must have the required seniority to apply.
3. The Rector determines the starting date and participants for each evaluation, with details published on the University website by December 10th of the previous year. Participation requires an explicit request and the increment is granted based on the evaluation of teaching, research and management contributions

Article 13

How to apply for a salary increment

1. Submit an application using the form on the University website. Applications must be submitted online by the first day of the first month of the quarter in which the evaluation takes place (1 January, 1 April, 1 July and 1 October). Article 6(14) of Law No 240/2010 requires a report on activities for three years before the new salary category takes effect. The format is set out in the notice. This is a declaration, not an affidavit. 47. DPR 445/2000. Teachers are personally responsible for the statements made in this report (false statements are prohibited).
2. In assessing teaching workload, account shall be taken of activities undertaken in the three academic years preceding the year in which the assessment is made.
3. With regard to the evaluation of the research component, only publications available in the Institutional Archive of University Research (IRIS) and published in the previous three calendar years will be taken into account. However, at the request of the professor concerned, publications up to the last day of the month preceding the date on which seniority is acquired will also be taken into account. However, at the request of the professor concerned, publications up to the last day of the month preceding the date on which seniority is acquired will also be taken into account for the purpose of applying for the award of the three-year increment in the salary scale.
4. With regard to the evaluation of the administrative/managerial component, due account will be taken of the activities carried out during the three-year period immediately preceding the year in which the evaluation is carried out.

Article 14

Evaluation Committee

1. The Evaluation Committee (hereinafter referred to as the Committee), appointed annually by the Rector on the proposal of the Academic Senate, shall be composed of two full-time professors (first and second level) and one full-time permanent professor, chosen from among those who cannot apply for a salary increase during the year of the Committee's term of office, taking into account, as far as possible, the criteria of fair rotation and gender.
2. The members of the Committee shall not receive any remuneration or reimbursement of expenses.
3. The Committee shall be validly constituted when all its members are present, even if remotely connected.
4. The Committee shall carry out the evaluation and reserves the right to verify, by means of random checks, the accuracy of the information provided by the candidates in their applications and reports. Any checks will be carried out, in the case of teaching activities, by obtaining from the departments validations of the certificates relating to the fulfilment of the teaching obligations; in the case of research activities, by obtaining from the competent administrative office of the Department to which the candidate belongs validations of the certificates relating to the publications present on IRIS; in

the case of management activities, by obtaining from the administration and/or the Departments validations of the certificates relating to the administrative/management obligations.

5. At the end of its work, the Committee shall draw up a report confirming the positive or negative outcome of the evaluation carried out in accordance with article 16.

6. The work of the Committee shall be completed by the end of the evaluation quarter. The Rector may, on the basis of a reasoned request from the Committee, grant an extension of a maximum of 30 days. In the event of inaction on the part of the Committee beyond the requested extension, the Rector shall proceed to the appointment of a new Committee.

7. The minutes drawn up by the President shall be sent to the person responsible for administrative procedures, who shall forward the documents to the Rector for approval by decree within 15 days.

Article 15

Evaluation Criteria

1. The decision to approve or deny a salary increment will be based on a comprehensive evaluation of teaching, research, and administrative/management activities.

2. The Human Resources Department will check the application against the rules, and the Committee will activate the evaluation procedure. The evaluation will cover teaching, research and management, using the criteria in paragraphs 3, 4 and 5.

3. For teaching, the evaluation will be positive if professors and researchers self-certify that they have fulfilled assigned teaching duties, unless they have obtained an average mark of less than 2.5 on questions relating to "teaching" (questions 2 to 13) in the student questionnaire. If a faculty member has taught multiple courses, the average mark for each course must be calculated individually, and then the final result must be determined as the average of the individual averages. On the basis of this profile, the teaching activity will be evaluated, provided that the number of student questionnaires is not less than five.

4. For research and publications, a positive evaluation requires at least two scientific papers or one monograph published during the three-year evaluation period, including any extensions according to Article 13, paragraph 3. Eligible publications must be validated for VQR (Research Quality Assessment) according to the criteria set by the relevant GEV (Group of Evaluation Experts).

5. For admin/management activities, the faculty member will be evaluated positively if they've attended at least 50% of Departmental Council meetings during the three-year reference period (excluding absences due to maternity leave, studies, illness, institutional duties and conference attendance). Absences must be documented, including those related to experimental tests and operating theatre attendance. Holidays and legal absences must also be recorded.

Members of staff in institutional posts such as Rector, Vice-Rector or Dean of Faculty fulfil managerial duties and so should not need to record their absences.

6. The evaluation shall be positive if the conditions set out in paragraphs 3, 4 and 5 are met.

7. On maternity or paternity leave, the three-year period for evaluating teaching and administrative activities is reduced to the period of actual service (Decree no. 151/2001).

8. For other types of leave and absence (except leave without pay), the three-year period for evaluating service shall be reduced to the period of actual service, if at least 12 months.

9. Leave without pay is counted differently. The three-year teaching and admin period is reduced to the period of actual service if it is equal to or longer than 15 months

10. For people on leave as in paragraphs 8 and 9, the three-year period for salary increment will not count until 12 or 15 months of service respectively.

11. Study and research leave counts as service time. The report referred to in Article 15 shall cover only research activities during such periods.

12. The report referred to in Article 15 above shall cover only research and management activities for periods devoted exclusively to research activities under Article 17 of Presidential Decree 382/80.

13. In case of absences according to points 7, 8 and 9, the publications valid for the evaluation of the research activities shall be reduced to 1.

Article 16

Results of the evaluation

1. Candidates who pass shall be awarded an uplift of one increment. This will take effect from the date of the decision and will have financial implications for the first day of the following month.

2. If the application is unsuccessful or not submitted on time, it can be resubmitted the following year. The evaluation covers the two-year period before submission and the date of legal and economic effect is postponed by one year.

3 If the uplift isn't requested, the award of the new salary grade will be postponed for years equal to the times it could've been requested.

4. If a negative evaluation occurs, Article 9 of Law no. 240/2010 says the annual sum for the increment goes to the University Reward Fund for University Professors and Researchers.

5. The provisions of this article shall also apply to tenured professors and researchers who, prior to the amendment of this article, were not granted the increment because they did not request that their economic progress be recognized.

Article 17

Approval of records and notification of evaluation results

1. The Rector shall, within 20 days of the conclusion of the Committee's work, approve documents and award the salary increment.

2. The decree approving these documents will be published on the University website, along with the list of candidates granted a salary increment. Candidates will be informed of the publication by email. Objections must be received within 14 days of the date of publication.

Article 18

Complaints

1. Notwithstanding the right of appeal to the courts against the decision regarding approval of the aforementioned records and results, the parties concerned may submit a complaint to the Rector within 10 days of the publication of the results of the evaluation on the University website. The Rector shall decide on the appeal within the following 20 days.

Article 19

Transitional and final provisions

1. The approval of these Regulations by the Academic Senate is contingent upon the favourable opinion of the Board of Directors. The Rector shall issue them by decree.

2. Once approved, the Regulations will be published on the University website. They will apply from the date of their entry into force, without prejudice to the provisions of Articles 11(2) and 16(5) above. Any matter not explicitly covered by these Regulations should be referred to the relevant legislation in force.