

UNIVERSITY OF FOGGIA
REGULATION GOVERNING TEACHING ASSIGNMENTS

The terms referring to persons that, in this Regulation, appear only in the masculine form are intended to refer indistinctly to both female and male persons. Gender-inclusive formulations have been avoided in order not to compromise the readability of the text and to meet the requirement of simplicity.

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UNIVERSITY OF FOGGIA
REGULATION GOVERNING TEACHING ASSIGNMENTS

Article 1

(Scope of application)

1. This Regulation governs the awarding of teaching assignments to personnel internal and external to the university system for the delivery of teaching activities in Bachelor's Degree and Master's Degree programmes activated by the University of Foggia.
2. The awarding of teaching assignments to personnel internal and external to the university system for teaching activities in Specialisation Schools activated by the University of Foggia is governed by the specific applicable legislation.
3. The "competent academic bodies in teaching matters" (hereinafter referred to as the competent bodies), to which the Statute assigns responsibility for the planning and coordination of teaching activities, may award teaching assignments, within the limits established by current regulations, according to the procedures set out in this Regulation.

Article 2

(Definitions of teaching activities)

1. The teaching assignments referred to in this Regulation concern the following activities:
 - a) Curricular teaching, understood as the delivery of teaching activities to students in the various forms provided, namely lectures and other teaching activities, including those carried out in small groups, such as exercises, practical training placements, laboratory activities, activities within care facilities and in the field, explicitly provided in terms of university educational credits (CFU) by the curricula and teaching regulations of Bachelor's Degree, Single-Cycle Master's Degree, and Master's Degree programmes.
 - b) Supplementary teaching, understood as exercises, seminars, laboratory activities, professionalising activities, and any other activity approved by the competent academic bodies aimed at integrating the courses and curricular modules included in the study programme, for which no additional CFU are awarded beyond those referred to in point (a) above.

Article 3

(Teaching planning and assignment of teaching duties without selection call)

1. The competent academic bodies, in compliance with current regulations, adopt for each academic year a specific resolution indicating, for each educational activity, the scientific-disciplinary sector, the educational credits, the teaching workload, the teaching period and, in the case of remunerated assignments, the amount of the compensation.
2. Based on their teaching planning and on the affiliation of professors and researchers to the groups and scientific-disciplinary sectors of the courses to be covered, and taking into account, as

preliminary criteria, the quality and quantity of scientific output and, for faculty affiliated with the National Health Service, also the consistency with assigned clinical duties, as well as the continuity and quality of teaching activity where previously delivered, the competent bodies assign teaching duties to professors and researchers assigned to them without a selection call, proceeding in the following order:

a) assignment of the institutional teaching load to full and associate professors, in accordance with the applicable hourly requirements for teaching activities in their various forms, normally not exceeding 120 hours. This limit of 120 hours may be exceeded exclusively in order to ensure compatibility between teaching load allocation and the structure of the study programme regulations and curricula. The heads of the competent bodies must certify, at the end of each academic year, the actual teaching load carried out by professors and communicate it to the Central Administration;

b) assignment of the institutional teaching load to fixed-term researchers pursuant to Article 24 of Law 240/2010;

c) assignment of a course or curricular module, with their consent, to permanent researchers and technical staff holding a degree referred to in Article 50 of Presidential Decree 382/1980, who have carried out three years of teaching pursuant to Article 12 of Law 341/1990 and subsequent amendments, subject to verification of the coherence of the candidates' teaching and scientific qualifications with the assigned course.

Permanent researchers and technical staff referred to in Article 50 of Presidential Decree 382/1980 who have carried out three years of teaching pursuant to Article 12 of Law 341/90 and subsequent amendments are granted, pursuant to Article 6(4) of Law 240/2010, the title of "aggregated professor" for the academic year in which they deliver curricular courses or modules. The title is also retained during periods of study leave taken in the year following the one in which such teaching activities were carried out. The heads of the competent bodies must annually draw up, at the time of assignment of courses or modules to the above-mentioned individuals, a list of those who have been granted the title, so that the Central Administration may certify it in their academic records.

The title of adjunct professor may not be used if the assigned courses or modules have not been effectively delivered. To this end, the head of the competent body must promptly inform the Central Administration of any failure to deliver such courses or modules.

Permanent researchers shall be granted, within budgetary availability, additional remuneration based on criteria and procedures established by the governing bodies;

d) assignment, with their consent, of a course or curricular module to emeritus and honorary professors, pursuant to Article 4 of the current Regulation on the conferral of emeritus and honorary professor titles, through the conclusion of a free-of-charge private law contract;

e) assignment, with their consent and pursuant to Article 9 of Presidential Decree 382/1980, of remaining courses and curricular modules to professors and researchers.

3. Department Meetings assign the institutional teaching load to full professors in such a way as to ensure, first, the coverage of basic, characterising, and related-integrative courses activated in degree programmes belonging to the Department and, only after all such courses have been assigned, those belonging to other Departments. As a residual option, the teaching load for full professors may be allocated to optional courses. For full professors belonging to scientific-

disciplinary sectors included in the educational offer of Medical Area Departments with an insufficient number of teaching hours, the teaching load may be completed through teaching activities in other study programmes or training courses activated by the aforementioned Departments (specialisation schools, doctoral programmes, master's degrees) or in Continuing Medical Education.

The competent Department Councils, based on the teaching planning in accordance with the University Teaching Regulations and the overall academic offer, in order to optimise the use of professors and researchers and ensure the regular delivery of courses, and with the prior coordination of the relevant Department Directors, may assign teaching duties without a selection call to professors and researchers assigned to them, including for degree programmes belonging to other Departments. In particular, such allocation—first of the teaching load and then of the coverage of other courses (in whole or in part)—shall be carried out by the Department of affiliation of the lecturer when the Department hosting the degree programme lacks (or has only partially available) professors and researchers in the relevant scientific-disciplinary sector, in order to ensure the coverage of all activated courses. Furthermore, especially in the medical field, priority shall be given to courses (or modules) within single-cycle master's degree programmes, and only thereafter to bachelor's and master's degree programmes. The Department Council hosting the degree programmes, also in light of prior coordination promoted by the relevant Directors, shall resolve on such assignments and take them into account in organising teaching activities, in accordance with the University Teaching Regulations.

Article 4

(Assignment of teaching positions through selection calls)

1. For the assignment of teaching positions not covered according to the procedures set out in Article 3 above, the competent academic bodies shall, through a public call, activate specific selection procedures aimed at awarding vacant teaching assignments through adjunct teaching positions to university professors and researchers.
2. Limited to Degree Courses in Healthcare Professions and on the basis of the Memorandum of Understanding between the Region of Puglia and the University of Foggia, the competent body shall, through a public call, activate specific selection procedures aimed at awarding vacant teaching positions to the personnel referred to in paragraph 1 above, to university technical staff performing clinical duties (pursuant to Article 6(5) of Legislative Decree 502/92 and subsequent amendments), and to employees of the Regional Health Service (SSR).
3. In the event of a negative outcome of the procedures referred to in paragraphs 1 and 2, the competent bodies may also activate further selection procedures for the awarding of high-level vacant teaching positions through private law contracts with highly qualified experts holding a significant academic or professional curriculum.
4. To meet specific teaching needs, including supplementary teaching needs, the competent bodies may also activate additional selection procedures for the conclusion of private law contracts with individuals possessing adequate scientific and professional qualifications.
5. In all cases, individuals who have a degree of kinship or affinity up to the fourth degree with a professor or researcher belonging to the body issuing the call, or with the Rector, the General Director, or a member of the Board of Directors, are not eligible to participate in the selection procedures referred to in paragraphs 3 and 4.

6. Teaching assignments may not be granted to individuals whose previous contract was terminated due to serious breach of contract or violation of the University's Code of Ethics and Conduct.

Article 5

(Remuneration and duration of the assignments referred to in Article 4)

1. Adjunct teaching positions may be awarded either free of charge or with remuneration, depending on budget availability and within the limits established by current regulations.
2. The assignments referred to in Article 4(2) are remunerated, and the compensation is borne by the healthcare institutions where the training takes place. The duration of the assignment is determined based on the specific teaching needs of the competent body.
3. The contracts referred to in Article 4(3) may be concluded:
 - free of charge; unpaid contracts may not exceed, in any academic year, 5 per cent of the staff of permanent professors and researchers employed in the Department;
 - with remuneration; the economic compensation may range from a minimum of €25.00 to a maximum of €100.00 per teaching hour, net of administrative charges.

These contracts have a duration of one academic year and may be renewed annually for a maximum period of five years. The continuation of the assignment in subsequent academic years is subject to a positive evaluation of the activity carried out and the continued existence of the public interest in maintaining the relationship.

4. The contracts referred to in Article 4(4) may be concluded exclusively with remuneration, subject to budget availability, and may be compensated between a minimum of €25.00 and a maximum of €100.00 per teaching hour, net of administrative charges. The duration of the contracts is determined on the basis of the specific teaching needs of the competent bodies and they may be renewed for a total period of up to five years.
5. The competent bodies, without prejudice to the minimum and maximum limits indicated in paragraphs 3 and 4 above, determine the remuneration due to contract holders on the basis of the following elements:
 - type of teaching activity assigned;
 - number of students;
 - required scientific and/or professional qualifications;
 - departmental budget availability.
6. The financial coverage of teaching assignments awarded with remuneration (including administrative charges) is borne by Departmental funds, except as provided in paragraph 2.

Article 6

(Selection criteria and procedures)

1. The Head of the competent academic body initiates the selection procedures by issuing one or more calls for applications, which must explicitly include the following elements:
 - a) the title of the teaching activity, the relevant scientific-disciplinary sector, the number of credits, and the number of teaching hours;
 - b) any remuneration to be granted to the candidate, net of administrative charges;

- c) the procedures and deadline for submitting applications, which in any case may not be less than 10 consecutive calendar days from the publication of the call on the website of the competent body;
 - d) the criteria and procedures for selection and comparative evaluation of candidates, including a specific indication of the required qualifications and the titles that may be assessed.
2. For the selection procedure referred to in Article 4 co.3, the following preferential qualifications shall be evaluated in the order indicated below:
- a) previous teaching activity carried out in university courses with relevant academic content;
 - b) previous teaching activity carried out in the academic field.
- For the selection procedure referred to in Article 4 co.4, the following preferential qualifications shall be evaluated in the order indicated below:
- a) possession of a PhD degree, medical specialisation, national scientific qualification, or equivalent foreign qualifications, provided they are relevant to the activity to be carried out;
 - b) previous teaching activity carried out in university courses with relevant academic content;
 - c) previous teaching activity carried out in the academic field.
3. Applications, which must be addressed to the Head of the competent body, must include the following documentation:
1. curriculum vitae covering teaching, scientific, and/or professional activity;
 2. a detailed list of documents and qualifications considered relevant for the selection, as well as a list of scientific publications. A copy of the publications may be requested by the competent body;
 3. (for public employees working in other administrations) authorisation issued by the employer institution, or alternatively a copy of the request submitted.
4. Comparative evaluations are carried out by the Department Council or another delegated body. Upon completion of the selection procedures, the Department Council or delegated body draws up the ranking list of eligible candidates; in the case of a single applicant, eligibility must still be assessed.
- The outcome of the selection is published on the website of the competent body.
- Applicants may submit a request for reconsideration of the evaluation to the competent body within 15 days from the publication of the results.
- The rankings are valid exclusively for the academic year in which the selection procedure was carried out.
- In the event of resignation or termination of the contract during the academic year, the assignment may be granted to another eligible candidate in order of ranking.

Article 7

(Assignment of teaching duties based on agreements with public bodies or research institutions)

1. Based on specific agreements with public bodies or research institutions referred to in Article 8 of Prime Ministerial Decree 30.12.1993, No. 593, the competent body may assign teaching duties, through private law contracts, to employees of the aforementioned bodies and institutions, according to the procedures established within the agreements.
2. The assignment may be either unpaid or remunerated, as established by the agreements.
3. Such contracts have a duration of one academic year and may be renewed annually, in line with the duration of the agreement, for a maximum period of five years. The continuation of the assignment in subsequent academic years is subject to a positive evaluation of the activity carried out and the continued existence of the public interest in maintaining the relationship.

Article 8

(Assignments to foreign lecturers)

1. In order to promote internationalisation, the competent body may propose to the Rector the assignment of contracted teaching positions to foreign scholars, academics, or professionals of recognised international standing. The proposal is submitted by the Rector to the Board of Directors, after obtaining the opinion of the Academic Senate and after publishing the candidate's curriculum on the website www.unifg.it.
2. The remuneration is determined by the Board of Directors within the limits of available budget resources or using ad hoc funds donated by private individuals, companies, or foundations; in any case, the remuneration must be established on the basis of appropriate comparison with similar positions assigned by other European universities.

Article 9

(Awarding of the assignment)

1. Teaching assignments awarded on a free-of-charge basis are conferred by the Head of the competent academic body, including teaching activities assigned free of charge through the conclusion of private law contracts.
2. Teaching assignments awarded with remuneration are conferred by the Rector through a formal provision, in the case of adjunct teaching positions, or through the conclusion of a private law contract.
3. The effectiveness of the contract referred to in Article 3(3) is subject to verification of the adequacy of the scientific or professional curriculum of the contract holder, as assessed by the University Evaluation Board.

Article 10

(Obligations of assigned personnel)

1. Assigned personnel are required to comply with the duties established by the Statute, the University Teaching Regulations, and the teaching regulations of the competent body and study programme, with particular reference to lectures, exercises, and seminars; participation in teaching bodies; office hours and student support; participation in examinations and degree examinations; documentation of teaching activities; and any additional and specific commitments related to orientation, assistance and tutoring, teaching planning and organisation, and student assessment.
2. The lecturer undertakes to:
 - agree on the timetable of lectures in coordination with the overall teaching activities of the degree programme, and submit to the Programme Coordinator the course syllabus together with the proposed timetable and office hours for students;
 - upload the course syllabus into the management system immediately after approval by the competent body;
 - keep the electronic teaching register up to date, ensuring it is digitally signed at the end of lectures and co-signed digitally by the programme coordinator to certify the teaching activity carried out;
 - communicate, for inclusion in the management system, the examination sessions under their responsibility and ensure the regular conduct of all examination periods throughout the academic year, including extraordinary sessions, in compliance with the procedures and calendar established by the competent body, and ensure proper recording in the same system.

Article 11

(Provisions for teaching contracts)

1. The participation of contract lecturers in academic bodies is governed by the Statute, the General University Regulations, and the regulations of the competent body.
2. Contracts are governed by Articles 2230 et seq. of the Italian Civil Code. During the performance of the activity, the University directly provides insurance coverage for accidents and third-party liability.
3. Where the service is provided by a VAT-registered professional and the activity falls within the scope of their professional practice, the contractual fee is deemed to include VAT, and the individual must issue a regular invoice in accordance with Presidential Decree 633/1972.
4. Contract lecturers may not precede their name with the title “Professor”, but may use the designation “Contract Professor of ...” (specifying the teaching subject) for the entire academic year and no later than the completion of the last examination session of the academic year for which the contract was signed.
5. The signing of teaching contracts under this Regulation does not confer any right to access permanent academic positions.

Article 12

(Obligations and termination of the contract)

1. Contract holders are subject, where compatible, to the codes of conduct established by the University Code of Ethics and Conduct.
2. The contractual relationship may be terminated by Rectoral decree, following written notification from the head of the relevant structure reporting serious misconduct. Breach shall be considered sufficiently serious to result in automatic termination of the contract in the following cases:
 - unjustified failure to commence or delay in starting the activity (only delays due to serious health reasons or duly certified force majeure shall be considered justified);
 - unjustified suspension or interruption of activity (only suspensions or interruptions due to serious health reasons or duly certified force majeure shall be considered justified);
 - violation of incompatibility rules identified at the time of appointment or renewal;
 - breach of the obligations set out in Article 10.
3. The contractual relationship may also be terminated by Rectoral decree in the event of verified inability of the contractor to fulfil contractual obligations.
4. The assignments governed by this Regulation do not confer any right to access permanent university positions.

Article 13

(Final provisions)

1. The provisions of this Regulation shall enter into force on the date of issuance of the Rector’s Decree.
2. For all matters not covered by this Regulation, the applicable legislation shall apply.