



REGULATION GOVERNING FIXED-TERM TENURE TRACK RESEARCHERS (TTR) IN ACCORDANCE WITH ARTICLE 24 OF LAW 240/2010

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Issued by way of Rector's Decree No. 325 of 15/05/2023.

**Art. 1
(Scope)**

1. This Regulation governs selection procedures for, the legal regime applicable to and the remuneration of fixed-term tenure track researchers (TTR), in harmony with the general principles under the European Charter for Researchers (Commission Recommendation dated 11/03/2005), in compliance with European Directive No. 70/1999 (Framework Agreement on fixed-term work) and in accordance with article 24 of Law No. 240, 30 December 2010, as updated by article 14 of Decree Law No. 36, 30 April 2022, converted with amendments by Law No. 79, 29 June 2022.

**Art. 2
(Procedure for arranging and funding academic positions)**

1. The Tenure Track Researcher positions for the performance of research, teaching and supplementary teaching activities and student services, may be arranged following approval by the Senate, upon proposal by the Rector, of the Annual recruitment plan, in accordance with procedures provided in the Regulation governing the recruitment of full and associate professors.
2. The contracts can also be funded using specific resources provided by other public or private entities, under specific long-term agreements entered into prior to the announcement of the selection procedures, in an amount no lower than the fifteen-year costs. The funding entity must guarantee full coverage of the costs, including charges for the School and any salary increases that may be provided by applicable laws.
3. If the funder is a private Entity and chooses to pay the amount in various instalments, they shall enter into a suitable bank guarantee or surety bond corresponding to the amount unpaid upon entering into the agreement.
4. The request to commence the selection procedure is submitted by the Institute Director or the Coordinator of the Interdisciplinary Centre or by the Rector and must contain:
 - a. a specification of the academic field and any profile, possibly by way of indication of one or more academic disciplines (SSD);
 - b. the area in which the research activity by the contract holder will be performed;
 - c. the work schedule (full time or part time);
 - d. requirements for admission to the procedure;
 - e. for the recruitment of researchers in the medical field, any provision for the performance of field work assistance, in accordance with the procedures under article 5 below, and the academic qualification required for the performance of those activities.



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**Art. 3
(Requirements)**

1. Persons who have achieved a PhD or equivalent qualification or, for the relative fields, a specialist medical diploma, are admitted to the selection procedures. For the purposes of the selection procedure, the equivalence of academic qualifications achieved abroad is decided by the Committee under article 6 below, unless provided by law and solely for the purposes of competitive evaluation procedures.
2. Persons who are already tenured full or associate university professors or researchers are excluded from participation, even if they have terminated their service.
3. Persons who have already benefitted from the contracts under paragraph 3 of article 24 of Law 240/2010, for at least three years, are excluded from the selection procedure.
4. Persons who have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the Faculty pertinent to the research position or with the Rector, the Managing Director or a member of the Academic Senate or the Board of Governors of the University are also excluded from participation. The above is without prejudice to the additional provisions provided by the School's Code of Ethics.
5. In the context of the three-year plan, the School will earmark resources corresponding to at least one third of the amounts intended to fund contracts, in favour of the candidates who have, for at least thirty-six months, also cumulatively, attended PhD research programmes or carried out research activities under formally recognised roles, excluding activities provided free of charge, at other Italian or foreign universities or research institutes. The School may therefore announce procedures reserved to candidates who meet the abovementioned requirements.
6. Up to 31/12/2026, the School will reserve a quota of no less than 25% of resources earmarked to fund contracts to those persons who hold or have, for at least one year, held a fixed-term researcher contract entered into under article 24 (3A) of Law 240/2010, as worded existing prior to the effective date of Law 79/2022, or to those persons who have, for a total period of no less than three years, held one or more research grants. The School may therefore announce procedures reserved to candidates who meet the abovementioned requirements.

**Art. 4
(Calls for applications)**

1. A call announcing the evaluation procedure is published on the website for the School, the Ministry, the European Union and the Official Journal, by way of notice. The deadline for the submission of applications cannot be lower than 30 days from the date of publication on the MUR (Ministry of Universities and Research) website.
2. The call must contain a summary of:
 - a. participation requirements;
 - b. the academic field and any profile, determined exclusively by way of reference to one or more academic disciplines;
 - c. the relative Faculty and Institute/Interdisciplinary Centre at which the Researcher will perform their activities, if the allocation structure has been provided in the Recruitment Plan;



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- d. the electronic procedures for the submission of applications, qualifications and publications, in accordance with applicable provisions of law on administrative documents;
- e. the area in which the research activity, the supplementary teaching activities and student services provided will be performed by the contract holder;
- f. the type of contract, whether it is full or part-time and the duration of the contract;
- g. the statutory remuneration and pension scheme;
- h. an indication of the foreign language, knowledge of which will be assessed by way of a seminar that the candidate must hold;
- i. provision for submission of a maximum of no less than twelve publications;
- j. procedures for calling candidates admitted to the public interview before the Committee;
- k. a request to submit a proposed research project that the candidate proposes to carry out in the research areas relative to their activities;
- l. for researchers in the medical area, any provision for the performance of field work assistance.

Art. 5

(Field Work assistance by researchers in the medical area)

1. In order to guarantee the principle of inseparability between research and teaching functions and field work, the organisation and recruitment of researchers takes place on the basis of specific agreements between the School and the affiliated host Entities.
2. Researchers provide field work assistance according to the same procedures and with the same salary provided for the fixed-term researcher in the contract.

Art. 6

(Committee)

1. The selection procedure Committee, appointed by way of a Rector's decree, shall be composed of three members. The majority of those members must be external to the School and can include foreigners, and must also include representatives of both genders. The provisions under articles 7 and 9 of the School's Code of Ethics must be complied with; one of the members may be appointed by the Institute/Interdisciplinary Centre and will be a member by right.
2. The Committee must preferably be composed of full professors or equivalent roles abroad and, if originating from Italian universities, belonging to the academic field concerned by the selection procedure or the reference major academic discipline, ensuring the presence of at least one member belonging to the academic discipline relative to the position, where indicated. The Committee may also include persons with a research management or equivalent role in Research Institutions, including foreign institutions. The latter, and the professors in service at foreign Universities, must work in contexts that correspond with the academic discipline concerned by the selection procedure.
3. Members of the Committee, who are full professors at the School or originating from other Italian Universities, must meet the threshold indicators for participation in committees according to the Italian National Academic Habilitation (*Abilitazione Scientifica Nazionale*) under article 16 of Law 240/2010.
4. Persons belonging to national and international research institutes or in service at foreign



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Universities, working in areas corresponding to bibliometric sectors, must meet the thresholds for appointment as a committee member in the context of the Italian National Academic Habilitation procedures. Those who work in areas corresponding to non-bibliometric sectors, must have a high international academic profile, certified by the proponent Institute/Interdisciplinary Centre.

5. Professors in service at Italian Universities that have obtained a negative rating under article 6 (7) of Law 240/2010 or who are members of the Academic Senate or Board of Governors at the School cannot be members of the Committee.

6. The remaining two members of the Committee are identified by way of drawing lots from a shortlist of at least five names of persons external to the School, of which preferably two will be foreigners. The shortlist must include both genders, in the amount of at least two members for each gender. If the member appointed belongs to an academic discipline that is different from the discipline concerned by the selection procedure, the shortlist shall also include two names of Professors belonging to that discipline and the draw shall ensure the appointment to the committee of at least one of them.

7. The shortlist is proposed by the Institute Director/Interdisciplinary Centre Coordinator, and may be added to or amended by the Rector, with the assistance of the Committee in support of Recruitment.

8. The drawing of lots, which shall ensure the presence on the committee of representatives of both genders, will be carried out by the Rector or his/her delegate, with the assistance of the Administrative offices and a specific report will be prepared.

9. The Committee is required to conclude its works within four months of the decree of appointment. The Rector may extend that term on one occasion and for no more than two months, in case of proven reasons reported by the President of the Committee. If the necessary records are not delivered upon expiry of the deadline, the Rector will dissolve the Committee and appoint a new Committee in its replacement.

10. The Committee may carry out part of its works by way of recourse to digital tools for collaboration and teamwork.

11. Following appointment, participation in the works of the Committee represents an *ex officio* obligation for its members, save for compliance with provisions on disqualification or conflict of interest as well as events of force majeure. Waiver of appointment or the resignation of a member due to supervening impediments must be adequately justified and only takes effect following acceptance by the Rector.

12. The School is responsible for costs linked to the operation of the Committee, within the limits of available funds in the budget, as well as any reimbursement of expenses linked to travel, food and accommodation.

Art. 7

(Selection of the candidates)

1. The addressees of the contracts are selected by way of a public procedure declared by way of a decree of the Rector, certifying as to the existence of funding for each position called.
2. Selection is made by way of a preliminary appraisal of the candidates with a reasoned analytical evaluation for each of the following categories: academic qualifications, curriculum



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and academic publications, including the PhD thesis. In accordance with article 24 (2) letter c. of Law 240/2010 the appraisal parameters and criteria are identified in accordance with Ministerial Decree No. 243, 25 May 2011.

3. Following the preliminary appraisal, the comparatively more deserving candidates, in a number ranging between 10 and 20 per cent of the total number of candidates, and no fewer than six persons for each position announced, are admitted to the public interview phase with the Committee. If the number of participants in the selection procedure is equal to or less than six, all candidates are admitted to the public interview phase, without any preliminary appraisal.

4. If the number of candidates is greater than six, at its first meeting the Committee will establish the criteria to be used for the preliminary appraisal of the candidates and the identification of those to be admitted to the public interview phase. In any event, the Committee shall define the specific criteria to be used in order to allocate a score to the academic qualifications, to each of the publications submitted and to the overall evaluation of academic publications for the candidate, following the interview, using as a reference the criteria and parameters established under the abovementioned Ministerial Decree 243/2011. The Committee shall also establish the duration of and procedures for any seminar intended to assess knowledge of a foreign language provided by the announcement. At least one third of the score by the Committee, provided for the overall evaluation of the candidates' academic publications, is reserved to the evaluation of the research project.

5. The focus of the public interview is the academic qualifications and publications submitted by the candidate and the research project submitted by the candidate. The Committee will only allocate scores following the public interview, scaling those scores in consideration of:

- the specific criteria under the second paragraph of point 4;
- the individual contribution of the candidate, considered also in terms of originality, innovation and methodological rigour of each publication; specific relevance is attributed to this criterion in case of participation in works in collaboration;
- the principle of normalisation of academic publications with respect to the academic seniority of the candidates, in consideration of any adequately documented periods of non-voluntary time spent away from research activities, with specific reference to parenting roles.

6. During the interview the Committee will verify knowledge of the English language, assisting in a seminar which will be conducted by the candidate for the duration and according to procedures established by the Committee at the preliminary meeting.

7. The Committee establishes the minimum score for the purposes of selection.

8. Following the interview, the Committee:

- evaluates those candidates whose knowledge of the foreign language indicated in the notice has been verified, through the seminar, allocating a score to academic qualifications, to each publication submitted and to the overall assessment of academic publications, including the research project under article 4(2) letter k, in accordance with matters established at the first meeting, with reference to the criteria and parameters under the above-mentioned Ministerial Decree 243/2011;
- indicates the successful candidate for each position announced, and prepares a ranked list of eligible candidates, which will be valid for a period of six months and which may only be



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used in case of waiver by the successful candidate or resignation submitted within the aforementioned period.

9. It is possible to proceed to cover fixed-term researcher posts by way of a direct call exclusively in the events and according to the procedures indicated by applicable laws.

Art. 8

(Approval of records and contract offer)

1. The Committee records include the minutes of individual meetings and they are approved by a decree of the Rector within 30 days of delivery. The outcome of the selection process is made public on the School website.
2. Following approval of the records by the Rector, the Extended Academic Senate, composed as provided by article 22 (4) of the Statute, proposes a contract offer for the successful candidate to the Board of Governors, which proposal is approved by way of the favourable vote of the absolute majority of full and associate professors and researchers called to the meeting.
3. Approval of the offer is conditional upon the existence of funding in the forms provided by applicable law.

Art. 9

(Contract)

1. The relationship between the School and the Researcher is governed by a fixed-term employment contract, concerning the performance of research, teaching and supplementary teaching activities and student services, entered into in accordance with applicable employment laws, also with respect to taxes, welfare and social security.
2. The contracts may not, under any circumstances, be entered into with persons who have a degree of kinship or affinity, up to and including the fourth degree, with a professor belonging to the Faculty relative to the research position or with the Rector, the Managing Director or a member of the Academic Senate or the Board of Governors of the School.
3. The contract is entered into within the mandatory term of ninety days following conclusion of the selection procedure. If the contract is not entered into, for the three subsequent years the School may not announce new selection procedures for the same academic field, in relation to the Interdisciplinary Centre/Institute concerned.
4. The employment contract, prepared in written form, is signed by the Researcher and by the Rector.
5. The individual employment contract shall include:
 - the hours of work;
 - the duration of the relationship;
 - the academic discipline and academic field, the reference Faculty and Institute/Interdisciplinary Centre to which it belongs;
 - the procedures for the performance of teaching activities assigned to the Researcher;
 - the remuneration and pension scheme provided, in accordance with applicable laws;
 - the rights and duties of the contract holder;
 - reference to termination clauses provided under article 11 of this regulation.



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6. The contract holder is covered, for social security purposes, by a subscription with INPS – under the former INPDAP sector (social security institution for employees in the public sector) which will also settle the severance indemnity.

Art. 10

(Employment contract and termination of contract)

1. The contract has a total duration of six years and is not renewable.
2. In case of maternity, the contract holder may, within expiry of the contract, request an extension to the contract for a period not exceeding the mandatory maternity leave used.
3. Contracts can be full-time or part-time. Researchers hired under a full-time contract can transfer, for academic years subsequent to the year of employment, to a part-time contract, subject to an application to be submitted to the Rector in the six months prior to commencement of the academic year in which the employee wishes to take up that option and with an obligation to maintain the chosen working hours for at least one academic year. In case of a part-time contract, the working hours provided in the announcement can be amended upon a reasoned request by the Researcher to the Rector, subject to a favourable opinion by the relative Institute/Interdisciplinary Centre and certification of funding for the increased costs by the Board of Governors.
4. Up to 31/12/2026, upon request by the TTR, for the purposes of classification, the following will be recognised:
 - a period of service equal to three years for those who have, for at least three years, been employed as University Researchers in accordance with article 24 (3) letter a) of Law No. 240, 2010 as worded prior to the effective date of Law 79/2022. In this case, the evaluation for classification as an associate professor under article 15 of this regulation, shall take place no earlier than 12 months following commencement of service;
 - a period of service equal to two years for those who have, for at least three years, held one or more research grants in accordance with article 22 of Law No. 240/2010 as worded prior to the effective date of Law 79/2022.
5. Termination of the contract occurs upon expiration of the term or withdrawal by one of the parties.
6. Each of the contracting parties may withdraw from the contract in case of cause which, in accordance with section 2119 Italian Civil Code, prevents the continuation of the relationship, even provisionally. The occurrence of grave breach of teaching and academic duties, also with reference to implementation of the research programmes, constitutes cause for withdrawal by the School. In case of withdrawal, each of the parties is required to provide 30 days' notice; in case of failure to give notice by the Researcher, the Administration is entitled to withhold an amount from the employee corresponding to the salary payable for the notice period not given. If the Administration fails to give notice the Researcher will be entitled to an indemnity in the same amount.
7. The contract under this regulation shall not entitle the employee to any rights to access tenure.



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8. The acquisition of employment contracts under this regulation shall result in priority in competitive procedures for access to public sector employment positions.

9. For the entire duration of the contracts public sector employees are placed on unpaid leave, without any allowances or social security contributions, or in an untenured position in the event that such position is provided by the relative regulations for the professional body of which they are members.

Art. 11

(Duties of the fixed-term tenure track researchers)

1. Entry into the contract is intended for the performance of research, teaching and supplemental teaching activities as well as student services.

2. The total working hours of the contract holder is 1500 hours for a full-time contract and 750 hours for a part-time contract.

3. The annual working hours for the performance of teaching and supplemental teaching and student services is equal to 350 hours for a full-time contract and 200 hours for a part-time contract.

4. Teaching activities by researchers are conducted in the context of the academic field concerned by the procedure, in accordance with indications in the contract and are governed by the Regulation on the teaching commitment of the School teaching and research staff.

5. The Researcher shall, at the end of each contract year, submit a report on the research and teaching activities carried out to the Director/Coordinator of the Institute/Interdisciplinary Centre to which they belong, following interview with the Dean of the Faculty in respect of activities for which they are responsible.

6. A Researcher whose position has not been allocated to an Institute/Interdisciplinary Centre in the Recruitment Plan, is required to submit an application to join an Institute/Interdisciplinary Centre within one month of taking up employment.

7. The Institute/ Interdisciplinary Centre shall, once the Researcher has taken up employment, agree with the contract holder on the research, teaching and third mission objectives to be achieved during the contract. Those objectives are validated by the Academic Senate and constitute an element for evaluation of activities performed during the contract, upon activation of the procedure under article 24 (5) of Law 240/2010.

Art. 12

(Disqualification)

1. Contracts governed by this regulation are subject to the provisions under article 6, paragraphs 9, 10, 11 and 12, of Law 240/2010 governing disqualification linked to the legal status of researcher and disqualification connected to full or part time working hours.

2. If the successful candidate is enrolled on a PhD course or equivalent programme, the contract may only be entered into subject to authorisation from the Faculty Board for the course.

Art. 13

(Remuneration)



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1. The gross all-inclusive salary for the holder of a part-time Researcher contract is equal to the initial salary payable to a full-time researcher increased by 10% in the first 3 years and 20% from the fourth to the sixth year.

Art. 14
(Trial Period)

1. The contract holder is subject to a trial period of three months. During the trial period, each of the two parties may withdraw from the relationship, following submission of the reasons for withdrawal, at any time and without notice.
2. In accordance with applicable laws, the trial period cannot be renewed or extended upon expiration.

Art. 15

(Possibility of being called as an associate professor(*professore di II Fascia*))

1. In accordance with article 24 (5) of Law 240/2010, commencing from conclusion of the third year and for each subsequent year in which the researcher is a contract holder, but no later than 120 days prior to expiration of same, the School shall, upon application by the researcher concerned, assess the contract holder who has achieved National Academic Habilitation for the purposes of being called to the role of associate professor.
2. The researcher concerned shall ask the Institute/Interdisciplinary Centre to which they belong to commence the assessment procedure by the month of March each year, for the purposes of inclusion in the Annual Recruitment Plan of the resources necessary for that transition.
3. The Institute/Interdisciplinary Centre proposes the activation of the procedure under article 24 (5) to the Academic Senate. The proposal by the Institute/Interdisciplinary Centre must be accompanied by a report by the Director/Coordinator on activities carried out by the researcher and the state of implementation of the agreed objectives.
4. The Academic Senate shall, within 12 months of activation of the first contract governed by this regulation, establish the criteria according to which requests to anticipate the assessment to a time prior to expiration of the six year period shall be examined.
5. The procedure is carried out in accordance with the provisions of the Regulation governing the call of full and associate professors in implementation of articles 18 and 24 of Law 240/2010, within the context of criteria established by way of a Ministry decree.
6. If the assessment is positive, the contract holder will be classified as an assistant professor within 90 days of the date of approval of the selection records or within the date of expiry of the contract if the assessment is carried out during the sixth year of the contract.
7. If an anticipated assessment is negative, the contract holder retains the right to be assessed again in the sixth year of the contract.

Art.16
(Referral Clause)



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1. Contract holders under this regulation are subject to the provisions under article 24 of Law 240/2010 and under the decrees implementing that law.
2. For any matters not provided by this regulation and to the extent compatible, provisions of law on University Researchers shall apply.

Art. 17

(Transitional and Final rules)

1. Pending enactment of the ministerial decree containing the academic fields, references to those fields shall be deemed to relate to the academic recruitment fields.
2. Pending enactment of the ministerial decree under article 15 (5), the criteria contained in Ministerial Decree 344/2011 shall continue to apply.

Art. 18

(Effective date)

1. This regulation and its amendments are enacted by way of a Rector's decree, published on the School's online notice board and shall take effect from the day following their enactment.