

**PUBLIC SELECTION
FOR THE FOLLOWING TEACHING POSTS IN COURSES HELD AT THE CA' FOSCARI INTERNATIONAL COLLEGE FOR THE
2018/19 ACADEMIC YEAR**

**The Director
Of Ca' Foscari International College**

SEEN the Ca' Foscari University of Venice Statute;
SEEN D.P.R. (Presidential Decree) no. 382, 11.7.1980;
SEEN Italian Legislative Decree no. 165, 30.03.2001 and, in particular, art. no. 7, par. 6;
SEEN Law no. 133, 06.08.2008, and, in particular art. no. 46;
SEEN Law no. 240, 30.12.2010 and, in particular, art. no. 23;
SEEN the Ca' Foscari Academic Regulations;
SEEN the Ca' Foscari University of Venice Code of Conduct issued by Rector's Decree no.121, 12/02/2015;
SEEN the University Code of Ethics issued by Rector's Decree no. 795, 21/10/2014;
SEEN the University Code of Conduct in the matters sexual harassment at Ca' Foscari University;
SEEN the Regulations regarding Degree Courses;
SEEN "Regulations governing the appointment of teaching and supplementary teaching activities" issued by Rector's Decree no. 337 of May 4, 2011 as amended ("Regulations" henceforth);
SEEN University Regulations for the assignment, self-certification and verification of teaching duties, student services as per article no. 6, Law 240/2010 and issued by Rector's Decree no. 977 of 14/11/2011 as amended;
SEEN Inter-Ministerial Decree no. 313, July 21, 2011;
SEEN Board of Governor's Resolution no. 112, October 7, 2011;
SEEN the 2018/2019 academic year teaching programme, approved by the International College Teaching Committee with resolutions no. 2/2018, 25/01/2018
SEEN Academic Senate's Resolution no. 18/2018, 24/02/2018 for the 2018/2019 Educational Programme;
SEEN Board of Governor's Resolution no. 29/2018, 09/03/2018,
SEEN the 2018/19 teaching contracts renewals for the first semester and the public selection approved by the International College Teaching Committee with resolutions no. 10/2018, 22/03/2018 and n.17/2018, 24/04/2018
CONSIDERED the need to employ people with specific professional skills to entrust teaching posts;
VERIFIED that the costs for posts included in this Call are covered for the 2018/2019 academic year by the College's budget

NOTIFIES
Art. 1
Purpose of the Call

Degree Programme	Course	Year	Place	ECTS	Hours	Semester	Pay
ECC15 - COLLEGIO INTERNAZIONALE	ECC033 - DIGITAL HUMANITIES 3: DIGITAL TEXT ANALYSIS	2	VENICE	6	30	1° sem	1800 €
Description: Language analysis and pattern recognition: computational linguistics, natural language elaboration, text mining, statistical analysis, visualization.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC056 - LABORATORY - GAS mod A	3	VENICE	6	30	1° sem	1800 €
Description: The course is planned as a workshop, which combines teamwork with individual research under the teacher's guidance. It aims at further developing the analytical skills that students acquired in the first/second year of the programme in the field of anthropology. It will focus on selected case studies, representative of the relation between local sphere and global context.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC057 - LABORATORY - GAS mod B	3	VENICE	6	30	2° sem	1800 €
Description: The course is planned as a workshop, which combines teamwork with individual research under the teacher's guidance. It aims at further developing the analytical skills that students acquired in the first/second year of the programme in the field of legal institutions. It will focus on selected case studies, representative of the relation between local sphere and global context.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC058 - LABORATORY - DH mod A	3	VENICE	6	30	a.y.	1800 €
Description: In this laboratory students will be guided in a collaborative project in the analysis of textual material, using concepts and coding tools learned during the first two years.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC059 - LABORATORY - DH mod B	3	VENICE	6	30	a.y.	1800 €
Description: In this laboratory students will be guided in a collaborative project in computational thinking applied to the social sciences and humanities, using concepts and coding tools learned during the first two years.							

ECC15 - COLLEGIO INTERNAZIONALE	ECC060 - LABORATORY - SUS mod A	3	VENICE	6	30	a.y.	1800 €
Description: In this laboratory students will be guided through the definition of collaborative means for the evaluation of sustainability, pursuant to a case study of place regeneration located in the Venetian Lagoon.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC061 - LABORATORY - SUS mod B	3	VENICE	6	30	a.y.	1800 €
Description: In this laboratory students will be taught how to devise and employ a societally relevant framework for the sustainability evaluation of place regeneration practices, pursuant to a case study in the Venetian Lagoon.							
ECC15 - COLLEGIO INTERNAZIONALE	ECC063 - DIGITAL HUMANITIES 1: INTRODUCTION TO DIGITAL HUMANITIES	1	VENICE	6	30	1° sem	1800 €
Description: Survey of methods and approaches of the Digital Humanities, including from Digital Text Analysis to Geographic Information Systems and 3D Reconstructions.							

Application deadline: 12:00 (noon) p.m. 30/06/2018

Courses will be activated on student demand. The number of students present at lessons will be verified by teaching staff at the end of the first week of lessons.

The courses in this Call will be offered in the 1st and 2nd semester of the 2018/2019 academic year.

More precisely, the lesson timetable will be the following period (*dates may be subject to slight variation according to room availability*):

Semester I: September 2018 – January 2019

Semester II: February 2019 – May 2019

Art. 2
Application Requirements and Incompatibility

This Call is destined to:

- a) teaching staff and researchers (1st and 2nd level professors, university researchers, terminating assistants, fixed-term professors and fixed-term researchers) at Ca' Foscari of Venice University (subject to the agreement of their relative Departments) or other universities (subject to verification of compliance with the obligations of external posts as required by their University); the assignment of posts to professors and researchers of the University unrelated to their Department is subject to the authorization of the latter and to the self-declaration of the teaching load already attributed by the Department.
- b) other Italian or foreign subjects possessing adequate scientific and professional qualifications, in particular:
 - Applicants with posts within university departments who have undertaken documented research activities, including beneficiaries of research grants;
 - Foreign language lecturers as per article 28 of Presidential Decree no. 382/80 and Language Assistants as per Law 236/1995 employed by this or other Universities, subject to approval by the university or department concerned;
 - Technical staff holding the required graduate qualifications as outlined by article 50 of Presidential Decree 382/80, who have at least 3 year's teaching experience, subject to approval by the university or department concerned;

According to the Regulations and excepting further legal incompatibilities, the teaching posts included in this Call may not be conferred to:

- a) persons who are married to or are related to the Rector to the fourth degree of kinship, the Head of Administration, a member of the Board of Governors or a Professor attached to the department offering the contact;
- b) academic scholars holding one of the mandates, positions or offices referred to in article 13 of Presidential Decree no. 382 of July 11, 1980, and subsequent amendments;
- c) short term research fellows enrolled in courses as per article 1 Law no. 398 of 30.11.1989 (PhD, Specialised Courses and Schools at Ca' Foscari University or other universities including scholarship holders for postgraduate research activities) conferred by Ca' Foscari of Venice University or other universities;
- d) Ca' Foscari University of Venice or other universities PhD current students.
- e) students active in the department issuing the Call

Applicants must hold the requisites at the expiry date of the Call.

Art. 3
Application Procedures and Deadline

The application:

Follow the ON-LINE application procedure at this [link](#)

<http://www.unive.it/phpapps/didattica/moduli/incarico/main.php>

1. select type of candidate
2. see Incompatibility
3. apply on line
4. upload the following PDF file
 - a. Europass Curriculum Vitae (download format on-line), **with no personal data**, complete it with all other information and publications, Max **1 MB**
 - b. For External Contracts only: Declaration for conferment of assignment at Ca'Foscari University of Venice (download format on-line) Max **1 MB**
 - c. a photocopy of a valid identity document.

for candidates who are:

the application forms need to be printed, signed and to be addressed to the Director of Ca' Foscari International College, with all the attachments required may be presented:

- in person to the International College Secretariat on San Servolo Island, Venice during office hours from 10:00 a.m. to 1:30 p.m. and 3:00 p.m. to 5:00 p.m. (for further information please call 041-2765427);

- via certified e-mail (PEC) to – Collegio Internazionale: protocollo@pec.unive.it;
- via mail with signed return receipt to: Collegio Internazionale, San Servolo Island, 30100, Venice specifying the following on the envelope **“Public Selection – Call for teaching posts CICF 2018/2019”**

Deadline: 12.00 (noon) p.m. 30/06/2018

It is essential that all documentation be received by the Ca' Foscari International College Secretariat within the specified deadline. The person concerned must check that documentation sent by mail has actually arrived in good time (in case of postal delivery the date of acceptance of the postal stamp will not be valid).

No incomplete applications will be considered or received by the Ca' Foscari International College Secretariat beyond the deadline.

The university assumes no responsibility in case of missing or late deliveries related to the selection procedure due to postal delays, third parties, or unforeseeable circumstances.

Given the explicit request for innovative teaching methods and the international environment of the College, applicants are required to attach the following:

- a list of **maximum 5** publications pertaining to the teaching program applied for;
- for applicants working in another university department, the approval of that department or, failing that, a copy of the relevant application submitted to the Head of the department as well as a statement of the teaching duties assigned to them in the 2018/2019 academic year;
- for applicants employed in other public administrations, a statement certifying that they have fulfilled all obligations regarding extra-office assignments as per art. 53 of Legislative Decree no. 165/2001 and subsequent amendments;
- all employees of Public Administrations and Private Bodies and Associations who apply will have to produce a self-certification indicating the activities they carry out, their terms and conditions (weekly time commitment and place of work), in order to ascertain the compatibility of their commitment to the teaching activities foreseen by the contract;
- for non-EU candidates, a photocopy of their residence permit.

The data included in the application form will be used to finalize conferment details for successful candidates. For this reason, any modifications to data must be communicated to both the Ca' Foscari International College (collegio.internazionale@unive.it) and to the Teaching Staff Office (pdoc.incarichi@unive.it).

Art. 4 Evaluation and Selection

A commission, will be appointed pursuant to University Regulations art. 3 par. 7 to evaluate applications. The commission's task will be to verify candidates' scientific and professional qualifications. All evaluations will include a reasoned appraisal of the candidate's scientific and professional qualifications which will be used to compile a ranking.

The evaluation will refer to the teaching activities to be carried out and to the specific teaching duties required. The Commission will, after defining the criteria and evaluation parameters, take the following into account:

- Research activity that has been carried out;
- Candidates' teaching experience and, in particular, of any teaching activities in English language, of any teaching activities previously carried out at the University and of the teaching methods used;
- Publications and other scientific and educational qualification
- Candidates' overall curriculum.

The Commission will proceed as follows:

1. define the evaluation criteria and parameters;
2. verify candidates satisfy participation requirements;
3. evaluate candidates' applications;
4. identify eligible candidates. Among these, the most eligible will be indicated and ranked in decreasing order according to the scores achieved; and,
5. propose the conferment of posts. The proposal will be submitted to the International College Teaching Committee at their first available session.

The possession of a PhD, medical specialization or equivalent degrees obtained abroad as qualifications, as well as the scientific qualifications referred to in art. 16 of L. 240/2010, constitute, in cases of equal assessment, preferential qualifications for the conferment of the post, exception being made for members of qualified university teaching ranks.

In case of further equal ranking, preference will be given to the younger candidate.

At the end of the evaluation, the Commission will explicitly indicate the winning candidate, drafting a merit list that will remain valid until the end of the academic year included in this call for proposals, and which can be used by the College for future teaching needs.

This ranking may be referred to again but only within the Call's academic year of reference. Candidates declining a post will be substituted by the next candidate on the ranking. In this case, the candidate will maintain their position in the ranking so that they may be called should the ranking be referred to again.

The ranking and conferment will be published on the University website at www.unive.it>ateneo> lavora con noi > **Bandi di insegnamento e didattica integrativa** > Collegio Internazionale>Graduatoria within 30 days of Ca' Foscari International College Board approval. To all purposes, said publication will act as official notification of the results. The University retains the right not to award the contract/confer the post in case of differing evaluations regarding the offer of the course and/or its funding for the **2018/2019** academic year.

Art. 5 **Appointment**

Teaching posts assigned to University employees will be conferred by Rector's Decree as indicated in art.4 of the Regulations. All other subjects outside the university system will be given a private law contract. Teaching and research staff employed by Ca' Foscari University may only be conferred a post if all their compulsory teaching duties as outlined in the University Regulations on Professors and Researchers' attribution, self-certification and verification of teaching duties and services to students are satisfied pursuant to art. 6 of Law 240/2010 issued by Regional Decree no. 977 of 14/11/2011 and subsequent modifications. Therefore, payment is subordinate to verification of the above conditions.

Payment for posts conferred to permanent researchers will be made as outlined in art. 4 of the Regulations and, that is, only for those hours exceeding their contractual 350; for fixed-term researchers, payment will be made for hours exceeding their contractual 200. This is in accordance with the provisions of the "University Regulations for the attribution, self-certification and verification of teaching duties and services to students are satisfied pursuant to art. 6 par. 6 of Law 240/2010".

Considering the type of conferment and its related teaching commitment, the private-law contracts entered into will be term contracts (*collaborazione coordinata e continuativa*) for all teaching staff with the exception of holders of professional VAT registration.

Contracts may be stipulated with employees of other Public Administrations, as defined by art. 53 of Legislative Decree no. 165/2001 and subsequent modifications and, in any case, in compliance with the regulatory provisions foreseen by their administration in the matter of extra office assignments.

Permanent full-time staff of Public Administrations are subject to the statutory provisions governing paid conferments.

According to art. 9 of the Regulations, the maximum period conferments may extend to is one academic year, which may be renewed on a yearly basis for a maximum period of five years once financial coverage has been secured, the teaching activity has been assessed positively and where educational requirements continue.

Contract holders undertake not to perform activities that involve an even potential conflict of interest with their specific teaching duties or which may, in any case, be prejudicial to the University for the duration of the contract.

In relation to the resolution of the work commitment, the terms of art. 10 of the Regulation, current legislation and contractual clauses apply.

For non.EU citizens:

Residents in Italy:

Contract stipulation is subordinate to the possession of an EC residence card or permit either for long-term residence or permitting the holder to work in a self-employed capacity in Italy for the entire period of the contract. Copy of said permit or card must be provided along with the application to the Call for verification.

Non-residents in Italy:

Contract stipulation is subordinate to the subject completing the procedure for regular entry into Italy allowing for self-employment (having heard the relevant immigration authorities), which must be formalized before the course start date. Should this not occur, the College will proceed to call the next eligible candidate on the ranking drawn up by the Commission for the position.

Art. 6 **Teaching Duties**

Once the post has been accepted, the candidate must ensure that coursework and all the activities related to the course, as established by the International College Teaching Programme, be carried out within the International College calendar.

In particular, the following must be guaranteed:

- the foreseen lesson hours in accordance with the teaching programme for the 2018/2019 academic year (please refer to the list of courses included in this Call, Art. 1);
- keep office hours for students: at least 1 hour a week during the term and in any weeks lessons need to be recouped, and a further 2 hours before each exam session;
- hold exams during the exam sessions indicated by the College and foreseen at the end of the course. Exam session dates can be found online at <http://www.unive.it/pag/13883/>.

The successful candidate may also supervise students in their thesis preparation and participate in Degree Commissions at least 12 months after the contract conclusion.

Please note that successful candidates are required to accept the innovative teaching methods proposed by the International College Teaching Board as well as the organization of the lessons regarding venues, periods and lesson times, the management and registration of lessons as proposed by the University and the registration of student's participation during all lessons.

Lessons take place 1 or 2 days a week excepting being for any different teaching needs Courses may present.

The content of the course is defined by teaching staff in agreement with the College Teaching Board and with the course coordinator where available. It is to be published online by teaching staff (please see Syllabus insegnamenti at http://www.unive.it/nqcontent.cfm?a_id=66052), within 15 days of signing the contract and, in any case, one week before the start of lessons.

Payment will be made after the contract has ended and the regular performance of lessons verified. On the basis of instructions and requests from the competent teaching departments, teaching staff are required to follow any changes regarding course organization (please see art. 1) of courses assigned to them.

Teaching staff are expected to comply with the obligations set forth in the University Regulations for full professors, where applicable, and to further comply with the Code of Ethics, Code of Conduct and the Code against Sexual Harassment. They are also required to notify, with at least 30 days' notice, should they wish to rescind the post for just cause.

Teaching staff agree to upload their CV on their University personal page along with information regarding their teaching, as indicated by the College Secretariat.

Teaching staff further undertake to forward their contract to Ca' Foscari University (Ufficio Personale Docente e CEL), duly signed in every part and 15 days before the contract commencement date.

The gross amount paid, as indicated in the list of the courses included in the Call, is established by resolution no. 112 of October 7, 2011 of the Board of Governors.

Teaching staff undertake to fulfil the Health and Safety in the Workplace training obligations (Ministerial Decree 363/1998; Legislative Decree 81/2008 and subsequent modifications; Government and Region Agreement of 21/12/2011) in the terms and the conditions indicated by Ca' Foscari of Venice University.

Art. 7
Personal Data Handling

Personal information provided by candidates on their application will be handled by Ca' Foscari University Offices and treated for the purposes of managing the procedure and managing the contract resulting from the same. The provision of such data is compulsory and necessary to allow for the correct completion of the selection. The same information may only be communicated to those public authorities directly concerned with the legal position of the candidate to whom the post will be assigned and used to fulfil the transparency obligations referred to in art. 15 of Legislative Decree no. 33, 2013.

The person concerned enjoys the rights referred to in art. 7 of Legislative Decree no. 196/2003 and subsequent amendments, including the right to access the relevant data, rectify, update, complete or delete erroneous, incomplete data or any data collected by non-compliant means and to oppose its handling for legitimate reasons. Said rights may be claimed at Ca' Foscari of Venice University, headquartered in Dorsoduro 3246, 30123 Venice, as the holder of the treatment.

Please contact the Ca' Foscari International College Secretariat for further information regarding the evaluation procedure (tel. 0412765427, email: collegio.internazionale@unive.it).

Please contact Mr. Patrik Sambo at the Teaching Staff Office to finalize contracts and the conferment of posts to university employees (email: pdoc.incarichi@unive.it) - tel. 041 234 7034-8254-8203 (for contracts) and tel. 041 234-8220 (for conferments).

Art. 8
Regulations

University Regulations and the general provisions of law are applicable for all that is not included in this Call. The use of the male gender to indicate the subjects to this call is to be understood to refer to both genders and therefore only responds to the need for simplicity in the text.

The Director
Ca' Foscari International College



RDP:
Ca' Foscari International College Secretariat
DEBORA FERRO