

CA' FOSCARI UNIVERSITY OF VENICE

DEPARTMENT OF LINGUISTICS AND COMPARATIVE CULTURAL STUDIES

TITLE Function, organization and responsibilities of the Department

Art. 1

Object

1. These regulations concern the organization and functioning of the Department of Linguistics and Comparative Cultural Studies.
2. The Department organizes and administrates all of its research and educational activities covering three macro areas:
 - Literary and cultural studies
 - Linguistics, philology and language teaching
 - History and international politics

The department also performs all of the duties outlined in Art. 28.

3. The list of the Italian Scientific Disciplinary Sectors (SDS) of the Department is provided in Annex 1.
4. The Department offers research doctorates and degrees listed in Annex 2 and 3, respectively. The department is also responsible for every other institutionally-recognized training activity it performs.
5. The contents of Annexes 1, 2 and 3 are subject to periodical review. On a case-by-case basis, they are approved by the Department Faculty Assembly.

Art. 2

Role of the Department

1. The Department fosters, coordinates and organizes all research activities. Faculty members are granted freedom to pursue their own research, as well as the right to use research funds awarded by the Department.
2. The Department promotes, coordinates and organizes all of the educational activities within its competence. It also provides teaching and related support to other Departments and to the University.

Art. 3

Internal organization

1. The Department may choose to further divide into Centers, Sections and Laboratories if the configuration of the cultural and scientific areas of a Department makes it desirable. These centers, sections and laboratories do not possess administrative or accounting autonomy.

Any center, section, or laboratory is established through the Department Faculty Assembly via majority vote.

2. Faculty members in the Department may conduct activities for third parties – granted that these do not hinder a faculty member’s own research activities. Third party contracts and conventions may be stipulated with public or private entities. All third party activities must abide by University Regulations.

Art. 4

Areas of interest of the Department’s administrative autonomy

1. The Department has administrative, organizational and financial autonomy in accordance with University Regulations.
2. The Department is responsible for its own administrative management and the legitimacy and correctness of all of its administrative acts and contracts.
3. The Department uses spaces, facilities and services provided by the University to ensure its proper functioning.
4. The Department manages the financing of its activities, including its research and training programs, the purchase of scientific and teaching equipment, the funds allocated by the Executive Board and any other proceeds, in accordance with existing laws and regulations.
5. The Department has autonomy both over matters within its competence and its own organization, within the limits provided by the University’s Regulations.
6. With respect to the budget referred to above, the Department manages all payments and funds received from third parties, destined to institutional and commercial activities, with the only exception of allowances that need to be allocated either in accordance with the regulations in force or at the behest of the Department Faculty Assembly.

Art. 5

Configuration

1. In accordance with University Regulation Art. 28, the Department is composed by a minimum of 45 people, including tenured full and associate professors, researchers on fixed-term contracts and researchers on permanent contracts.
2. Faculty in the Department belong to homogeneous disciplinary-scientific sectors. A faculty member may become affiliated with the Department only if his or her request has been approved by both the Department Faculty Assembly and the Academic Senate. After the approval of the Assembly, research grant recipients, associate professors, doctoral students and subject experts (whose research and teaching expertise are functional to the Department’s disciplinary-scientific sectors and or absent in the Department) can also be linked to the Department.
3. Faculty members, whose areas of interest are neither synergetic nor coherent with the Department’s research projects and curriculum, cannot be affiliated with the Department.

A few exceptions may be possible but they need to be accepted by the Academic Senate and the Department Faculty Assembly.

4. Visiting Professors and Visiting Scholars can be affiliated with the Department only if their appointment has been approved in advance by the Department Faculty Assembly.
5. Technical-administrative staff may join the Department only if they have been appointed in accordance with existing laws and regulations.
6. Art. 34 of the University's Regulation defines the role and the tasks of the Academic Secretary, whose temporary assignment is conferred by the Director General (with the support of the Academic Chair of the Department) in writing. This appointment can be renewed through the same procedure. The Academic Secretary is also the departmental accountant and is in charge of expenditures and handling orders.

TITLE II

University Bodies and their responsibilities

Art. 6

Bodies of the Department

1. The bodies of the Department are:
 - The Department Faculty Assembly
 - The Academic Chair of the Department
 - The Department Council
 - The Teaching Boards
 - The Joint Student-Faculty Committee
2. The standing committees are:
 - The Research Committee
 - The Teaching Committee
3. Additional committees, whether permanent or not, may be nominated as long as their responsibilities can be regulated.

CHAPTER I

Department Faculty Assembly

Art. 7

Responsibilities of the Department Faculty Assembly

1. The Department Faculty Assembly is the authority that coordinates and manages the Department. The Faculty Assembly performs its tasks in accordance with Art. 31 of the University's Regulation. The Faculty Assembly can decide on additional matters, brought to its attention by the Academic Chair of the Department.

Art. 8

Department Faculty Assembly

1. The Department Faculty Assembly is composed by the following people, who have the right to vote
 - a) The Academic Chair of the Department
 - b) Professors and researchers belonging to the Department
 - c) Two representatives of the technical and administrative staff. The active electorate elects the technical and administrative staff with either fixed-term or permanent contracts. The passive electorate elects those candidates among the staff whose contracts will not expire before the end of the term.
 - d) Three student representatives from the undergraduate, graduate and PhD student population in the Department (Art. 31, paragraph 2, point d, of the University's Regulation).
2. A representative member for each of the following groups: adjunct professors, research grant recipients, subject experts. These members do not hold voting rights.
3. Members on leave of absence for health or family reasons and for research related leave are allowed to vote.
4. The Academic Secretary, or his/her delegate, participates in all Academic Faculty Assembly meetings, acts as a consultant and is in charge of preparing the official record of the meeting.
5. The representatives referred to in paragraph 1, point c), remain in office for a three-year period. The representatives referred to in paragraph 1, letter d), remain in office for a two-year period. The representatives referred to in paragraph 2 remain in office for one year.
6. The election of the representatives referred to in paragraph 1, point c), and paragraph 2 is regulated by Art. 68 and 69 of the University's Regulation. Votes are by secret ballot and voters must express only one preference. For the election to be valid, at least one third of those eligible to vote must take part in the votes. The Academic Chair of the Department is responsible for organizing the polling place staffed by a president and two members (including a polling station supervisor).
7. A candidate is declared elected if she or he has the highest number of votes. In the event of a tie, precedence is given to the most experienced candidate. If this still does not resolve the tie, precedence is given to the older candidate. The elected representatives are appointed by decree of the Rector.
8. Temporary seat vacancies do not invalidate the meetings and the deliberations made in the meantime.

Art. 9

Department Faculty Meeting

1. The Department Faculty Meeting is called and officiated by the Academic Chair of the Department, who is responsible for the agenda in response to requests from faculty members and institutional requirements.
2. Each member of the Department Faculty shall receive notice of the meeting via e-mail, at least five days prior to the meeting, with the exception of urgent matters. The Department Faculty Meeting may be called by request of at least one third of its members and, in that case, the meeting must be held within 10 days.
3. The request for the meeting shall include the topics on the agenda, which must be communicated to the members of the Faculty Assembly at least 5 days prior to the meeting, except in urgent cases.
4. The Academic Chair of the Department can schedule all of the Faculty Assembly meetings for the entire academic year. Changes may occur in case of urgent matters. All faculty members who intend to submit a matter to the Department Faculty Assembly, must submit their requests via e-mail, including all the relevant information and documents, at least 10 days prior to the meeting.
5. The Academic Chair of the Department is responsible for the full report of every meeting. The report (“verbale”) shall be drawn-up in a single original, registered and kept for the records of the Department.
6. The meetings of the Department Faculty Assembly are valid even when held by electronic means (video conferencing, teleconferencing).
7. The rules set out in Art. 80, 81, 82, 83 of the University’s General Regulation shall apply to the meetings of the Department Faculty Assembly.

CHAPTER II

Academic Chair of the Department

Art. 10

Role and responsibilities of the Academic Chair of the Department

1. The roles and responsibilities of the Academic Chair of the Department are regulated by Art. 32 of the University’s Regulation. The Academic Chair of the Department:
 - Presides over both the Department Faculty Assembly and the Department Council, taking care of their deliberations.
 - Is responsible for all the management functions that do not concern the Department Faculty Assembly.
 - Collaborates with the Research Committee to promote and coordinate all of the scientific and cultural activities of the Department.
 - Collaborates with the Teaching Committee and other Departments to coordinate and manage all educational activities.
 - Monitors compliance with the Department’s laws and regulations.

- Holds relations with the University Governing Bodies.
 - Performs all of the tasks, including those assigned by the Department Faculty Assembly, in accordance with all laws and regulations.
2. The Academic Chair of the Department is the most important administrative body within the Department. The Chair of the Department:
- a) Provides faculty members with all of the equipment necessary for their scientific and educational activities, including their Ph.D. related activities.
 - b) Orders all of the equipment and instruments necessary for the proper functioning of both the Department and of the department's research teams. The Academic Chair of the Department performs these tasks in full compliance with existing tax regulations.
 - c) Every November, the Academic Chair of the Department proposes the Department's annual budget to the Department Faculty Assembly, in accordance with the schedule set by the University.
 - d) By March, the Academic Chair of the Department shall present the Department Faculty Assembly with the final balance in order to draw up the University's single balance sheet in accordance with law.
 - e) Is the recipient of property, including any movable property and vehicle belonging to the Department, of which the Academic Chair of the Department is responsible as referred to in the Rules on administration, finance and accounting. The Academic Chair of the Department shall supervise them, making sure they are used for institutional purposes only.
 - f) With regards to the procurement processes related to the purchasing of supplies and services, the Academic Chair of the Department is responsible for the appointment of a single responsible project manager who will execute the functions referred to in Art. 31 of D.Lgs. 50/2016 and to Linee Guida ANAC. In the absence of such appointment, the Academic Chair of the Department shall be responsible for the abovementioned functions.
 - g) The Academic Chair of the Department provides for goods and services within the Department's competence through contracts within budget appropriations. Contracts are stipulated in compliance with existing regulations and provisions.
 - h) In accordance with the Rules on administration, finance and accounting, the Academic Chair of the Department stipulates contracts and agreements for research activities and provisions on behalf of third parties.
 - i) Approves faculty member's research related travel.
 - j) In cases of necessity or urgency, the Academic Chair of the Department may exercise the functions of the Academic Secretary indicated in the provision. These functions are to be promptly brought to the attention of the Department Faculty Assembly.
 - k) Has the legal obligation to report to the Rector, by written notice, any information that may give rise to administrative risks and responsibilities of a patrimonial nature. Moreover, the Academic Chair of the Department has the legal obligation to immediately report behavior in conflict with the Code of Ethics, the Code of Conduct and the Charter of Sustainable Commitments.

- l) In case of necessity or urgency, the Academic Chair of the Department shall take actions on behalf of the Department Faculty Assembly, urging their ratification at the following meeting.
 - m) Is responsible for the processing of personal information in accordance with Art. 29 of D. L gs. 196/2003.
3. The Academic Chair of the Department designates an Assistant Director (who must to be chosen among the professors of the Department). In case of absence or illness, the Assistant Director shall substitute for the Academic Chair of the Department. The Assistant Director is appointed by decree of the Rector. The Assistant Director remains in office for as long as the Director does.

Art. 11

Election of the Academic Chair of the Department

1. The Academic Chair of the Department is chosen by the Department Faculty Assembly from the pool of tenured full professors belonging to the Department. In the first ballot, the Academic Chair of the Department is elected by an absolute majority of those with voting rights, while the second ballot requires the votes of at least one third of those with voting rights.
2. At least 5 days prior to the election, the University Registrar calls the meeting of the Department Faculty Assembly. The Registrar establishes the venue, date and time of at least 4 of the elections (which can take place either in the very same day or in different days).
3. Elections must follow procedure to guarantee secrecy and reliability during the election process. Electors may express only one preference.
4. In case of documented unavailability of tenured full professors, tenured associate professors belonging to the Department may be elected to serve as Academic Chair of the Department.
5. The Academic Chair of the Department is appointed by Rector's decree. The Academic Chair of the Department remains in office for three academic years and can be re-elected for one successive term only once.

CHAPTER III

Department Council and Committees

Art. 12

Duties of the Department Council

1. The Department Council's roles and functions are regulated by Art. 33 of the University's Regulation. The Department Council collaborates with the Academic Chair of the

Department and performs all of the functions assigned by the Department Faculty Assembly.

2. The meetings of the Department Council are valid, even when held by electronic means (video conferencing, teleconferencing), only if
 - Every member is identifiable by the chairperson and by all of the other members of the gathering
 - Every member has the opportunity to contribute to the meeting, not merely to follow it
 - Every member has the possibility to exchange documents concerning the topics on the agenda of the meeting
 - Everything is put on record.

On this understanding, the venue for the meeting is the location where both the Chair and the Secretary of the meeting are located. This is also the location where the meeting shall be put to record.

3. In case of the approval of certain topics, a specific report shall be first compiled and then published in the designated area on the University website.

Art. 13

Composition of the Department Council

1. In accordance with Art. 33 of the University's Regulation, the Department Council is composed by the Academic Chair of the Department (who both convenes and chairs the meeting), the Assistant Director, the delegates of the Academic Chair of the Department (who chair both the Research Committee and the Teaching Committee), 8 faculty members (of which at least one shall be a junior professor) who are first proposed by the Academic Chair of the Department and then appointed by the Department Faculty Assembly.
2. The Academic Secretary participates in the meetings of the Department Council and has advisory functions.
3. The Department Council remains in office for three academic years, as it holds the position for as long as the Director does.

Art. 14

Research Committee

1. The Research Committee coordinates and promotes research activities from extramural and intramural funding and performs all of the functions assigned by the Department Faculty Assembly.
2. The Research Committee may also:
 - a) Manage the assessment procedures for research programs and activities undertaken by professors, researchers, research grant recipients, research teams, laboratories and research centers. Research related information can be accessed on the University website <http://www.unive.it/pag/16958/>;

- b) Coordinate the internal and external communication of the Department's research output;
 - c) Manage the allocation procedures of the Department's research funds;
 - d) Manage the assessment of applications for co-funding for conferences and seminars organized by members of the Department on University premises.
3. The Research Committee is convened and chaired by the Research Delegate and is composed by no fewer than 4 professors (proposed by the Academic Chair of the Department), so that they can represent all of the scientific areas approved (by an absolute majority) by the Department Faculty Assembly.
 4. When required, the Academic Secretary, or one of the delegates, may participate in the Research Committee.
 5. The Research Committee remains in office for three academic years, as it holds the position for as long as the Director does.

Art. 15

Teaching Committee

1. The Teaching Committee, chaired by the Teaching Delegate, coordinates the educational activities within the sphere of competence of the Department and performs all of the functions assigned by the Department Faculty Assembly.
2. Specifically, the Teaching Committee:
 - a) Lays down the guidelines for the curricula and the courses provided by the Department and coordinates their development;
 - b) Coordinates the development and the implementation of new degree courses as well as the procedures to make changes within existing curricula.
 - c) Coordinates the development of the educational structure that must be approved by the Department Faculty Assembly;
 - d) Coordinates the collective work to prepare documents concerning the curricula;
 - e) Plans language training so that it can be added to the curricula.
 - f) Coordinates the implementation of regulations from the Ministry concerning language teaching and any changes within existing curricula;
 - g) Is responsible for the coherence between faculty syllabi and expected learning outcomes and recommends necessary corrections in order to improve the curricula.
3. The Teaching Committee is convened by the Teaching Delegate. The Teaching Committee is composed of the chairpersons of the Councils for each Degree Course and the Ph.D. coordinators. If required, either the Academic Secretary, or one of the delegates, can take part of the Teaching Committee with advisory functions.
4. The Teaching Committee remains in office for three academic years, as it holds the position for as long as the Director does.

TITLE IV

General rules

Art. 16

Gender equality

1. Ca' Foscari University of Venice guarantees gender equality.
2. In this Regulation, any use of masculine pronouns is for the purposes of simplifying the wording.

Art. 17

Termination of an office

1. Professors who are elected or designated by either the Department Faculty Assembly or the Academic Chair of the Department can terminate their term of office
 - At the natural end of their contract
 - Following retirement, resignation, transfer, or incompatibility.

Art. 18

Amendments to Regulation

1. Amendments to this Regulation must be approved by an absolute majority of the Department Faculty Assembly.

Art. 19

Referral rules

1. This Regulation is written in accordance with the rules and regulations of both the Department and the University of Venice.

Art. 20

Issue and entry into force

1. This Regulation is laid down by decree of the Rector and is effective seven days following its publication in the University Register.