

Quality Assurance Delegate

The Quality Assurance Delegate supports the implementation of the Department's QA processes in accordance with the guidelines provided by the University Quality Unit. In the area of teaching, they are responsible for coordinating the QA activities of the Teaching Boards of the Degree Programmes and Doctorates within the Department, as well as the Joint Student-Staff Committees. In the area of research and knowledge valorisation (third mission/social impact), they coordinate monitoring activities and the resulting QA processes. They oversee the drafting and monitoring of the Development Plan and are responsible for the Department's self-assessment documents and the QA processes arising from them.

Internal Communication Delegate

The Internal Communications Delegate coordinates and improves the flow of information within the Department, ensuring clarity, timeliness, and accessibility in the dissemination of institutional communications. They promote integration among the various components of the departmental community, supporting the sharing and cohesion of activities. They collaborate with the Directorate to identify and optimise communication tools. They also promote initiatives aimed at encouraging and enhancing the active participation of academic staff, administrative personnel, and the student community. They ensure coordination with the University's central structures to align communication practices.

External Communications Delegate

The External Communications Delegate coordinates activities aimed at promoting the Department's external visibility and public image. They work in coordination with the Department Directorate and in accordance with the University's guidelines, ensuring communication that is effective, consistent, and strategic. They promote the dissemination of teaching, research, and knowledge valorisation activities (third mission/social impact) through digital tools, public events, outreach initiatives, and orientation activities, thereby contributing to strengthening the Department's visibility and positioning within the relevant academic and socio-cultural context.

Teaching Delegate

The Teaching Delegate is responsible for chairing the activities of the Teaching Committee, which in turn coordinates the Department's teaching activities and carries out any functions assigned by the Department itself.

The main responsibilities of the Teaching Committee include: coordinating the Teaching Boards of the Degree Programmes and Doctoral Colleges within the Department; planning the Department's annual educational offerings; managing the evaluation procedures of teaching activities carried out by academic staff and researchers; managing the evaluation procedures for Visiting Adjuncts and Visiting Professors; assessing the potential teaching contribution of candidates applying for

competitive grants involving teaching activities (e.g., ERC, young researchers); and managing the allocation of departmental funds for student support activities.

The Teaching Delegate is a member of the Departmental Executive Board.

Delegate for Academic Staff Training

The Delegate for Academic Staff Training coordinates, in collaboration with the University's Teaching and Learning Lab (Innovative Teaching Sector – ADiSS), the professional development and training activities for the Department's academic staff. They promote training courses within the Department on innovative teaching methods, educational technologies, and university pedagogy, thereby supporting the quality and effectiveness of teaching.

Delegate for Secondary School Teacher Training

The Delegate for Secondary School Teacher Training, in collaboration with the relevant University offices, coordinates and promotes training and certification activities for teachers of lower and upper secondary schools who participate in the University's qualifying courses, or who are involved in continuing professional development and training initiatives.

The Delegate for Secondary School Teacher Training is a member of the Departmental Executive Board.

Delegate for Inclusion and Gender Equality

The Delegate for Inclusion and Gender Equality, in collaboration with the Delegates of other Departments and the relevant University offices, is responsible for ensuring gender equality, promoting equal opportunities, and raising awareness on issues related to diversity, non-discrimination, and the rights of all members of the academic community, by promoting initiatives on these topics. They are also responsible for implementing policies to ensure access and support for students with disabilities or Specific Learning Disorders, promoting awareness activities, adapting facilities, and creating personalised services to foster academic and social inclusion.

Delegate for IT Infrastructure and Innovative Teaching

The Delegate for IT Infrastructure and Innovative Teaching coordinates the development and management of the Department's digital technologies, ensuring the efficiency of IT infrastructure. They promote the adoption of tools and methodologies for modern and inclusive teaching, supporting academic staff in the use of innovative solutions for education and contributing to making the Department a cutting-edge environment.

Delegate for Internationalisation

The Delegate for Internationalisation is responsible for coordinating the activities of the Internationalisation Committee, which promotes international cooperation. In coordination with the Teaching Boards of the various Degree Programmes, the Committee facilitates student mobility, as well as the mobility of academic staff and researchers within specific programmes. They also coordinate academic exchange activities, organise internationalisation events and programmes, and encourage participation in international research networks and projects.

The main areas of activity handled by the Internationalisation Committee include: Erasmus+ study programmes; teaching and educational programmes at VIU; Double/Joint Degree programmes; consultation with successful applicants and project winners in international research programmes, in line with Department policies; School for International Education (summer schools, etc.); participation of international doctoral students: promotion and guidance; recognition of study periods abroad: advice and information; communication and publicity of DSU internationalisation activities; Erasmus+ for study and teaching outside Europe; Erasmus Mundus and internships abroad; international agreements and internationalisation policies towards non-European countries (also with respect to rankings).

Delegate for Archaeology, Epigraphy, and Numismatics Laboratories

The Delegate for Archaeology, Epigraphy, and Numismatics Laboratories coordinates the scientific, teaching, and administrative activities related to the Department's specialised laboratories. They supervise the use of equipment, the conservation of materials, and the organisation of practical activities for students and researchers. They oversee the updating of instruments and compliance with safety regulations. They also support the scientific and public dissemination of the results of laboratory activities.

Delegate for Student Guidance

The Delegate for Student Guidance is responsible for coordinating the activities of the Guidance, Stakeholders, and School Relations Committee. In collaboration with the Teaching Boards of the Degree Programmes and central offices, they organise Open Day activities (both University and Departmental) aimed at supporting informed choices within the Department of Humanities' educational offerings. They propose and oversee projects funded by the Ministry of University and Research (MUR) (POT projects) to facilitate engagement with prospective students and schools. They also serve as the contact person for the Department's specialist tutoring service, particularly for first-year students, part-time students, and international students.

Delegate for Relations with the University Language Centre (CLA)

The Delegate for Relations with the University Language Centre (CLA) acts as a link between the Department and the Centre, fostering collaboration on teaching and project activities in the linguistic field. They promote the integration of language skills within degree programmes and facilitate access

to training and certification services. They support initiatives related to internationalisation and student mobility, and collaborate in the dissemination of resources and tools for language learning. They also facilitate institutional dialogue with the Centre in accordance with the University's strategic guidelines.

Research Delegate

The Research Delegate is responsible for chairing the activities of the Research Committee (RC), which coordinates and promotes research activities, third-party collaborations, fundraising for the Department, and carries out any functions assigned by the Department Council.

The main functions of the RC include: managing the allocation of departmental research funds, as well as funds for conferences, seminars, and workshops; managing the evaluation procedures of research conducted by academic staff, researchers, research fellows, research contract staff, and research grant holders; managing the evaluation and approval procedures for publication contracts partially or fully funded by departmental resources; and managing the evaluation procedures for subject matter experts and Visiting Scholars.

The Research Delegate is a member of the Departmental Executive Board.

Sustainability Delegate

The Sustainability Delegate, in collaboration with the University Delegate and those of other Departments, is responsible for developing and implementing policies and practices that promote environmental and social sustainability within the Department. They particularly promote awareness initiatives, manage energy efficiency and resource conservation, and contribute to projects aimed at creating a greener and more responsible campus. The objective is to strengthen the University's commitment to achieving the UN Sustainable Development Goals of the 2030 Agenda.

Knowledge Valorisation Delegate

The Knowledge Valorisation Delegate is responsible for coordinating the activities of the Knowledge Valorisation Committee, which promotes the University's engagement with the local community and society, seeking to translate research outcomes into tangible impacts and benefits for the community. They oversee knowledge valorisation activities, collaborative projects with public and private entities, and initiatives that strengthen the link between the University and civil society.

The Knowledge Valorisation Delegate is a member of the Departmental Executive Board.