Departmental Delegations

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.

The Delegate for Quality Assurance is a member of the Departmental Executive Board.

Delegate for the Budget

The Delegate for the Budget works with the Head of Department and the relevant technical and administrative staff to prepare the departmental budget and address related matters, ensuring consistency between the Departmental Development Plan and the budget.

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; planning the Department's educational provision each year; 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 and Innovative Teaching

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, together with the adoption of tools and approaches that support modern, inclusive teaching. These activities enhance the quality and effectiveness of teaching and contribute to making the Department a cutting-edge environment.

Delegate for School Teacher Training

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

Delegate for Inclusion

The Delegate for Inclusion is responsible for implementing policies that ensure access and support for students with disabilities or specific learning difficulties. The Delegate promotes awareness-raising activities, adaptations to facilities and tailored services to foster academic and social inclusion.

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 and for Departmental Centres and CSA

The Delegate for Archaeology, Epigraphy, and Numismatics Laboratories and for Departmental Centres and CSA 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 monitor the activities of the departmental centres, including their operation, regulations and representation arrangements; oversee equipment upgrades and compliance with safety regulations; and support the academic dissemination and public communication of the results of laboratory and centre activities. They serve as the Department's contact person within the University for the purchase and management of departmental research equipment.

Delegate for Student Guidance

The Delegate for Student Guidance coordinates the activities of the Student Guidance Committee and relations with schools. In collaboration with the Teaching Boards of the degree programmes and the University's central offices, they organise University and departmental Open Day activities to help prospective students make informed choices among the programmes offered by the Department of Humanities. Together with the Delegate for Inclusion, they propose and take responsibility for projects funded by the Italian Ministry of Universities and Research (MUR), known as POT projects, to foster engagement with prospective students and schools.

Delegate for Gender Equality

The Delegate for Gender Equality works with the other departments' delegates and the relevant University offices to ensure gender equality, promote equal opportunities and raise awareness of diversity, non-discrimination and respect for the rights of all members of the academic community, promoting initiatives on these issues.

Delegate for the Departmental Development Plan

The Delegate for the Departmental Development Plan chairs and coordinates the Departmental Development Plan Committee. The role involves monitoring the content and progress of the Development Plan in consultation with representatives of the Department's disciplinary areas and all academic staff ranks. The Committee and its Chair ensure alignment between the Departmental Development Plan and the University Strategic Plan; define the main objectives for the development of all departmental activities (research, teaching and learning, student services, knowledge valorisation, internationalisation, recruitment and quality assurance); and monitor progress against the indicators established by the Department in relation to the University Strategic Plan.

Delegate for Placement

The Delegate for Placement, supported by the committee they coordinate, fosters relationships and collaboration between the Department and its internal and external stakeholders, with particular attention to students' employment prospects. Working with the Teaching Boards of the degree programmes and the other committees, they help identify relevant professional representatives, consult them and maintain an ongoing dialogue with them. This work supports the monitoring and improvement of departmental strategies and educational provision, encourages internships, and helps graduates and doctoral graduates enter careers that match their education, aptitudes and aspirations. In carrying out these activities, the Delegate also works with the University's Career Service offices.

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.

Delegate for Student Services

The Delegate for Student Services chairs the Student Services Committee and promotes strategies to support students' academic progress, well-being and quality of university life. The Delegate works closely with the Head of Department, the Vice-Rector responsible for Student Academic Progress, student representatives and the Teaching Office. The role covers the following main areas. Monitoring academic progress and continuity: identifying delays, difficulties or interruptions in students' studies at an early stage and facilitating targeted support to help students progress steadily and prevent withdrawal. Welcome integration and quality of university life: supporting students' integration into the departmental community, participation in academic life and sense of belonging, with attention to the diverse needs of the student population. Study skills and learning support: facilitating access to tutoring and learning support opportunities to help students overcome difficulties encountered during their studies. Information and access to services: promoting clear, accessible communication about opportunities and teaching-related administrative procedures, and facilitating interaction between students, departmental units and University services. Listening dialogue and participation: encouraging ongoing dialogue with students and their representatives to identify problems and improve services and the conditions of university life. They also coordinate and liaise with the other departmental delegates whose responsibilities relate to students' academic progress and experience, particularly those responsible for prospective student guidance, inclusion, gender equality, career development and placement, and internationalisation. This work is carried out with due regard for each delegate's remit and in collaboration with the relevant University services.

The Delegate for Student Services 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.

Responsibility for Administrative Simplification held by the Deputy Head of Department

Acting as a link between technical and administrative staff and academic staff, the Deputy Head of Department monitors departmental procedures and promotes efficiency by streamlining, simplifying and reducing them. The role brings together the needs of both groups to improve services and reduce administrative burdens.