



REGULATIONS

**for the awarding of contracts at the Schools of LUISS
Libera Università Internazionale degli Studi Sociali Guido Carli**

*(proposal resolved by the Academic Senate at its sitting of 23 October 2018 and
approved by the Board of Directors at its meeting of 12 December 2018)*

Article 1 Subject Matter

These Regulations, issued to implement the Statutes, Code of Ethics and General University Regulations, govern the manner and procedures whereby the Schools of LUISS Libera Università Internazionale degli Studi Sociali Guido Carli award teaching contracts exceeding 30 hours in order to meet their needs.

Article 2 Eligibility

The awarding of the contracts referred to in these Regulations does not grant rights in relation to tenure at the University and may relate to:

- a. professors or researchers of LUISS Guido Carli or other universities, including retirees;
- b. highly qualified experts with significant academic or professional experience;
- c. individuals who fulfill adequate academic and professional requirements.

Article 3 Selection Procedure

After assessing the School's needs, the management committee (*comitato direttivo*) or, in the absence thereof, the academic board (*comitato scientifico*) may issue an open call for applications for the purposes of compiling a list of suitably qualified individuals for positions covered by these Regulations to be filled through awarding private-sector contracts.

The call for applications shall specify:

- a. the type of contract (teaching);
- b. the academic discipline;
- c. the relevant school;
- d. the requirements and procedures for participating in the selection process, which will be conducted solely on the basis of an analysis of the candidates' *curricula vitae* by a commission appointed by the School's dean.

The call for applications shall be adequately publicized through posting it on the website of LUISS Guido Carli.

Article 4 Requisites for the Submission of Applications

Applications to participate may be submitted by persons who fall within one of the categories specified in article 2 of these Regulations and who fulfill the requirements stated in the specific call for applications that they are replying to. Tenured professors and researchers working at LUISS and from other universities are exempt from the selection process and can be directly awarded teaching contracts in the Schools.

Article 5
Deadline for and Method of Submitting Applications

Applications to participate in the selection process referred to in these Regulations must be sent to the Dean of the School accompanied by a curriculum vitae.

Article 6
Candidate Selection Procedure and General Evaluation Criteria

The assessment of the suitability of the candidates who submit applications is conducted by a commission appointed by the management committee. The commission will have members representing various academic disciplines and shall remain in office for one year.

Candidates' teaching strengths shall be assessed having regard to their curriculum vitae, qualifications, expressly mentioned publications and teaching and professional experience.

Candidates' professional activities shall be assessed taking into account the positions held, the results attained, the work context and any other useful elements.

The curricula vitae of candidates assessed as being suitably qualified shall be sent to the head of human resources at LUISS Guido Carli.

Article 7
Awarding of Contracts

In the case of teaching to be done through English, before being awarded a contract candidates will be interviewed in English by the director of the program.

The Dean of the School awards the contracts to one or more candidates adjudged to be suitably qualified.

Candidates shall be given detailed information on the offer, specifying:

- a. the duration of the contract;
- b. the remuneration or the criteria for its determination;
- c. the type of commitment that will be required and the number of hours to be devoted to it;
- d. the deadline by which acceptance must be communicated.

Article 8
Professor of Practice

Subject to the adoption of a resolution by the Executive Committee and following assessment by a commission consisting of the Rector, Vice Rectors and the General Manager, the General Manager may award 3-year contracts to candidates who, suitably qualified under these Regulations, have not only gained significant professional experience in senior positions in business enterprises and/or as professionals or consultants but also have proven

academic, research and/or teaching experience. The following commitment shall be required of those individuals:

- 50 hours of teaching in post-university courses and/or design of executive and/or custom programs or modules;
- direction/co-direction of master's, executive and custom programs;
- development of applied research projects.

PhD candidates, research grantees, scholarship holders of any type, lecturers, tenured professors or permanent administrative staff may not also contemporaneously be awarded a contract for a professorship of practice.

Article 9 Lecturer and Senior Lecturer

Subject to the adoption of a resolution by the Executive Committee and following assessment by a commission consisting of the Rector, Vice Rectors and the General Manager, the General Manager may award 3-year contracts to candidates who, suitably qualified under these Regulations, stand out for their strong communication and explanation skills. Those individuals shall be required to commit to 120 hours of teaching per academic year.

Depending on the length of the teaching experience gained at LUISS or other universities, those individuals are to be classified as either "lecturer" or "senior lecturer". Their contracts may be renewed at most twice.

Article 10 Free Contracts

The contracts referred to in these Regulations may be free of charge if entered into with persons who already earn employment income documented through appropriate self-certification.

Article 11 Rights and Duties of Contract Holders

In addition to lecturing, holders of teaching contracts governed by these Regulations shall compile the syllabi of the courses that they teach by the deadlines set by the School. They shall also sit on exam commissions for both individual courses and the final exam for the granting of the qualification awarded by the School and attend to the relevant formalities. Finally, they shall keep an up-to-date register in which they must, from time to time, note the lessons held, the topics taught and the other matters associated with their job.

For the entire duration of their teaching duties, holders of teaching contracts shall maintain continuous relations with students, guaranteeing that they will make time to meet students during scheduled meeting hours and will promptly reply to e-mails addressed to their LUISS e-mail account.

Holders of teaching contracts undertake not to engage in any activity during the term of the contract that gives rise to a conflict of interest, actual or potential, and that could in any event prejudice LUISS Guido Carli.

Article 12 Incompatibility

Contracts may not be awarded to those who hold political office, incompatibility that will endure for one year after the expiry of the term of office for those who have held the position of member of the government, deputy, senator, president of a region, mayor of a metropolitan city or general secretary of a party represented in parliament.

Neither may contracts be awarded to those who further to a conviction at first instance upheld on appeal for the same charge have been sentenced to a term of imprisonment of not less than two years for an offence that required more than negligence for its commission. Precautionary restrictions on personal liberty imposed by the courts during the term of the contract shall be grounds for supervening incompatibility.

The persons concerned must inform LUISS Guido Carli of any grounds of incompatibility under this article at the time of signature of the contract and in any case during its term within five days after the grounds arise. In that case the contract shall be deemed to be terminated.

Article 13 Nature of the Contract, Social Security and Insurance

The contracts referred to in these Regulations shall be governed, where compatible, by the national collective bargaining agreement for private university personnel of 10 December 2015 and by the relevant social security legislation depending on the type of contract adopted for making the appointment.

Where necessary the University will arrange insurance coverage against injuries and civil liability for the personnel referred to in these Regulations within the context of the performance of their duties.

Article 14 Termination of the Contract

Contracts shall make provision for termination as of right in the following cases:

1. unjustified failure to start or delay in starting work;
2. unjustified suspension of work for a period longer than a week;
3. failure to continue to meet the requirements set out in articles 2 and 9.