



Working at the University

Once the selection procedure phase has been concluded with the Department's call and the Board of Directors' hiring approval, the following documents will be stipulated:

For Full or Associate Professors: unilateral appointment on the part of the Rector.

For fixed-timed researchers: fixed-time employment contract for three years (type A-Junior or type B-Senior, depending on the selection call).

These documents mark the beginning of the employment at the University.

Prior to employment, each interested party will receive the Code of Ethics, Code of Conduct and Principles of Research Integrity, and the European Charter for Researchers.

The professors and researchers of the University of Insubria are considered civil servants for all intents and purposes, in compliance with article no. 3 of the LEGISLATIVE DECREE no. 165 of 30 March 2001.

Rights

Article no. 33, paragraph 1, of the Constitution of the Italian Republic

The Republic guarantees the freedom of the arts and sciences, which may be freely taught.

Article 6, paragraph 3, of the Law no. 168 of 9 May 1989

Universities carry out teaching activities and organize their related structures complying with professors' freedom of teaching and the general principles provided for in the regulations of academic teaching systems

Article no. 7, paragraph 1, of the Decree of the President of the Republic no. 382 of 11 July 1980

University professors are guaranteed freedom of teaching and scientific research.

Article no. 1, paragraph 2, of the Decree of the President of the Republic no. 382 of 11 July 1980

The regulations provided for in the following articles ensure, in the unity of the teaching function, the differentiation of the tasks and responsibilities of full and associate professors, setting them in two functional contexts, with equal guarantee of freedom in teaching and research.



Article no. 1, paragraph 1, first sentence, Law no. 230 of 4 November 2005

The University, the place where knowledge is formed and critically transmitted, combines research and teaching in a consistent manner, guaranteeing complete freedom.

Article no. 1, paragraph 2, first sentence, Law no. 230 of 4 November 2005

University professors have the right and the duty to carry out research and teaching activities, with utmost freedom of choice of research themes and methods, as well as of the contents and of the cultural setting of their courses; professors teaching clinical subjects must also carry out, without imposing any additional burdens on public finances and without prejudice to the provisions of article no. 5 of the Legislative Decree no. 517/1999, welfare functions which are inseparable from those of teaching and research; professors may also freely participate in cultural dissemination activities through conferences, seminars, advertising and editorial activities, while fulfilling their institutional duties.

Teaching duties

(Full and Associate) PROFESSORS

Pursuant to article no. 10 of the Decree of the President of the Republic no. 382/1980, read in conjunction with article no. 1, paragraph 16, of the Law no. 230/2005, article no. 6, paragraph 2, of the Law no. 240/2010, and with the University Regulations on assignments and teaching contracts, professors are expected to reserve to teaching and students services tasks, which include official lectures, orientation and tutoring activities, as well as learning assessment activities, no less than 350 hours, if under a full-time contract, and no less than 250 hours, if under a fixed-time one.

The minimum official lecture commitment for professors working at the University is fulfilled according to the following procedures:

- **for full-time professors: 120 hours exclusively** on courses in the Academic Field they belong to, or which were declared equivalent, or on courses which they were assigned for their expertise in the Bachelor's, Master's or five-year Degree courses of the University. If the minimum commitment of 120 hours is not fulfilled within official courses, the commitment may be fulfilled with at least 80 hours in the Bachelor's, Master's and five-year Degree courses, integrating the remaining hours with Doctoral Programs, Master Courses and Specialization Schools, as well as with training and refresher courses organized as seminars, prior to the favorable opinion of the relevant governing bodies.



- **for fixed-time professors: 80 hours exclusively** on courses in the Academic Field they belong to, or which were declared equivalent, or on courses which they were assigned for their expertise in the Bachelor's, Master's or five-year Degree courses of the University. If the minimum commitment of 80 hours is not fulfilled within official courses, the commitment may be fulfilled with at least 60 hours in the Bachelor's, Master's and five-year Degree courses, integrating the remaining hours with the Doctoral Programs, Master Courses and Specialization Schools, as well as with training and refresher courses organized as seminars, prior to the favorable opinion of the relevant governing bodies.

FIXED-TIME RESEARCHERS (article no. 24, law no. 240/2010)

Pursuant to article no. 24, paragraph 4, of the Law no. 240/2010, and of article no. 3, paragraph 3, of the University Regulations on assignments and teaching contracts, fixed-time researchers are expected to carry out teaching, supplementary teaching and students services activities by fulfilling the following provisions, according to the procedures provided for in employment contracts:

Fixed-time researchers – letter a)

- **with full-time contract:** total annual commitment of 350 hours, with at least 60 hours per academic year of official lectures.
- **with part-time contract:** total annual commitment of 200 hours, with at least 40 hours per academic year of official lectures.

Fixed-time researchers – letter b)

- **with full-time contract:** total annual commitment of 350 hours, with at least 120 hours per academic year of official lectures.
- **with part-time contract:** total annual commitment of 200 hours, with at least 80 hours per academic year of official lectures.

Exceeding the upper limits of official lectures commitment on the part of researchers does not result in salary increases for carrying out teaching activities at the University.

Article no. 6 of the Law no. 311/1958 states that professors have to dedicate to their course as many weekly hours as the nature and scope of the course require, as well as to arrange weekly lessons in no less than three separate days.

Professors and researchers are expected to compile a register of their teaching activities, in which they report the topics, days and hours of the lessons that they taught during the academic year, as well as the overall plan of academic commitments and the several organizational, management and research activities which contribute to the fulfillment of their institutional commitments according to the qualifications and type of contract.

It is the duty of professors to keep this document up to date and produce it whenever asked to, and to submit it, within 30 days of the end of the academic year, to the



Director of the Department/Dean of the School (for the professors who teach in the School of Medicine), who, having checked the fulfillment of the teaching commitments assigned to the professor, will countersign it.

The relevant offices will send a notice to remind professors of the deadline for the submission of the register.



Maternity leave

Mandatory maternity leave.

The general rule on mandatory maternity leave (article no.16 of the legislative decree no. 151 of 26 March 2001) provides for the abstention from work for the 2 months before the presumed date of birth and for the following 3 months.

Without prejudice to **the overall duration of 5 months**, it is possible to opt for flexible mandatory maternity leave, from the month before the presumed date of birth and for the following 4 months (article no. 20 of the legislative decree no. 151 of 30 March 2001).

Following from the amendments introduced by the 2019 Budget Law (article no.1, paragraph 485, Law no.145/2018), as an alternative to what was mentioned above, employees may also abstain from work for the five months following the date of birth, provided that the National Health Service or equivalent physician and the Occupational Health Physician attest that such option is not detrimental to the health of the mother and child.

As soon as possible, and nonetheless by the leave of absence date (**sixth month**), employees must notify the Offices and Department of the pregnancy using the **pregnancy notification form**, together with the pregnancy **medical certificate** issued by the gynecologist, which should indicate the presumed date of birth. Employees must also communicate whether they intend to opt for the possibility of working until the eight month, or until the date of birth.

The Offices will indicate the procedure that should be followed and the documents that should be submitted.

During mandatory maternity leave employees will receive full remuneration.

Optional leave (parental leave)

Parental leave is an individual right that may be exercised by one of the two parents for a duration of maximum 6 months, which may be continuous or parceled out, and must be used in the child's first 12 years. Both parents' leaves of absence together may not exceed 10 months. The father may opt for a 6-month leave, also at the same time as the mother. Should he decide to abstain from work for at least 3 months, his parental leave will be increased from 6 to 7 months.

For optional leaves of absence up to the child's sixth year, employees are entitled to a 30% increase of salary for an overall period of 6 months between both parents. In this overall period of optional leave of absence, which may also be parceled out, there apply for the first 45 days the more favorable economic conditions provided for by extraordinary leave (1/3 of the salary for the first day, full salary for the remaining 44)



Parental leave periods are included in the length of service, with the exception of holidays and thirteenth month pay, and are valid for pension entitlements (article no. 9 of the Decree of the President of the Republic no. 1026/76).

Employees are entitled to parental leave also in case of **adoption**, be it **national or international**, and foster care.



Sick leave

In case of sickness, employees must promptly notify their Structure (Department-School) and the Recruitment and Careers Office (carriere.docenti@uninsubria.it) of their absence, even if of one day only, and of their contact address, **no later than 9.00 AM** of the first day.

Employees should then have their doctor visit them and send the certificate to the email address of the Office.

Seniority increase

Professors and researchers are entitled to the salary adjustments provided for by current regulations.

Tenured professors may also participate, every two years, in the assessment procedures for promotion. Seniority increase is subject to a specific request written by those who are entitled to it and to an evaluation, which will follow the procedures and criteria established in the University Regulations. The offices will send a specific notice to the teaching staff mailing list.

Fixed-timed researchers are not entitled to seniority increase.

Teaching staff's extrainstitutional commitments (professors and researchers)

Generally, professors and researchers should comply with loyalty and exclusivity obligations with regard to the University.

To carry out some extra-curricular activities, please refer to the University Regulations on the subject matter, which provide specific regulations depending on the type of activity to be carried out.

Generally, there are some completely incompatible activities, some activities which the teaching staff may participate in prior to the Rector's authorization, and some minor activities which may be freely carried out.