



POLITECNICO
MILANO 1863

ARUO - SGPD

Index 3818

Registered on 20/04/2022

Ref. no. 104698 Pos. VII/1

Procedure code: 2022_PRA_DESIGN_1

UOR: Academic Staff Career Unit

HAVING SEEN Law 09/05/1989, no. 168 and art. 6, according to which Universities have regulatory autonomy and subsequent amendments;

HAVING SEEN Legislative Decree 11/04/2006, no. 198 - Code on equal opportunities for women and men, under art. 6 of Law of 28 November 2005, no. 246", as amended;

HAVING SEEN Law no. 07/08/1990, no. 241 "New rules regarding administrative procedure and the right of access administrative documents" and subsequent amendments;

HAVING SEEN Rectoral Decree no. 41/AG of 17/05/2005 - Regulation concerning the contribution for participation in in-house and public calls organised by Politecnico di Milano;

HAVING SEEN Presidential Decree 28/12/2000, no. 445 "Consolidated laws and regulations on administrative documentation" and subsequent amendments;

HAVING SEEN Legislative Decree no. 196 of 30/06/2003, concerning the protection of persons and other parties during personal data processing and subsequent amendments;

HAVING SEEN EU Regulation no. 679/2016 on the protection of individuals during personal data processing and its free movement;

HAVING SEEN Law 30/12/2010 no. 240 and art. 18;

HAVING SEEN Decree Law 09/02/2012, no. 5 converted with amendments into Law 04/04/2012, no. 35;

HAVING SEEN MINISTERIAL DECREE 01/09/2016, no. 662 concerning the definition of equivalent tables between Italian and foreign academic positions referred to in art. 18, paragraph 1, letter b) of Law 240/2010;

HAVING SEEN the Politecnico di Milano Statute adopted under Rectoral Decree no. 623/AG on 23/2/2012, published in the Official Gazette of 2/3/2012, no. 52;

HAVING SEEN Rectoral Decree no. 41/AG of 17 May 2005 - Regulation concerning the contribution for participation in in-house and public calls organised by Politecnico di Milano;

HAVING SEEN Rectoral Decree no. 701/AG of 02/03/2012 - Regulation for calls for full and associate professors under art. 18 of Law 31/12/2010 no. 240 and subsequent amendments, as amended by Rectoral Decrees no. 3134/AG of 03/12/2012, 2934/AG of 04/11/2013, 1336/SAGNI of 05/05/2014, 3452/SAGNI of 13/10/2014, 2012/SAGNI of 30/04/2015, 3324/SAGNI of 15/06/2017, 9389/AFNI of 21/12/2018, 3984/AFNI of 29/05/2019 and 2666/AFNI of 01/04/2020;

HAVING SEEN the resolution of the Department of Design on 14.04.2022 approving the proposal for a public selection notice for 1 Associate professor position, for the 08/F1 - URBAN AND TERRITORIAL PLANNING AND DESIGN sector;

DECREES

Art. 1 - Call type

The selection procedures for the coverage of 1 Associate professor position by call under art. 18, paragraph 1, Law 240/2010:

Department: Department of Design

Academic Recruitment Field: 08/F1 - URBAN AND TERRITORIAL PLANNING AND DESIGN

Academic Discipline: **ICAR/21 - URBAN DESIGN AND LANDSCAPE**

Maximum number of publications: 18

Educational and scientific commitment:

The candidate will have to develop a hybrid scientific profile that combines the study of urban innovation processes with the design of public services; she/he will be called upon to develop research in the study of the innovation processes of public and urban services through the service design approach, and their interaction with the capabilities, barriers and opportunities for cities to act as innovation ecosystems. The candidate will direct her/his teaching and research activities in the study of the dynamics of transformation related to social innovation, citizen engagement processes, and co-design processes of public services and policies.

The candidate must develop her/his scientific maturity through the coherence of scientific production, the participation in European projects, and the collaboration with relevant research centers.

Foreign language required: ENGLISH

Art. 2 - Admission requirements

Italian and foreign applicants who meet at least one of the following requirements can participate in the selection:

- scholars with a national scientific qualification under art. 16 of Law 240/2010 for the Academic Recruitment Field or for one of the Academic Recruitment Fields under the same group of Academic Recruitment Fields, for the procedure category and functions or for higher functions, provided they are not already exercising those functions;
- applicants who have obtained a qualification under Law 210/1998 under the category corresponding to that included in the call notice and limited to its duration;
- professors already working at other universities in the category included in the call;
- scholars permanently engaged abroad in university research or course activities at the same level as those covered by the call, based on the equivalent tables under Ministerial Decree of 01/09/2016, no. 662 and subsequent amendments.

Those who have a familial or kinship relationship, up to and including the 4th degree, with a professor of the Department of Design, the Rector, Director General or a member of the Board of Governors may not participate in the selection procedure.

To be admitted to the selection process, requirements must be met on the deadline date for submitting applications for admission.

Art. 3 - Application and submission deadline

To participate in the selection process, the applicant must complete and send the **application for admission, and the related signed summary, within the peremptory deadline of 30 (thirty) days, under penalty of exclusion, starting from the day following the publication date of this notice in the Official Gazette.** This is done by accessing the **Politecnico di Milano online Services - Competitions and selections - Competitions/selections for entrusting of assignments/positions - Associate Professors (Professori di II fascia), attaching anything the procedure requires.**
Documentation using different methods from those required in the call cannot be evaluated.

Applicants whose applications are received after the deadline will be automatically excluded from selection.

If the deadline falls on a non-working day, it is extended to the next working day.

Applicants who want to participate in several selection procedures must submit separate and complete applications for each.

Applicants are admitted to the selection subject to confirmation.

The Procedure Manager may exclude applicants from the selection for the following reasons:

- the admission application was submitted after the peremptory deadline of 30 days after the day following the publication date in the Official Gazette of this call notice;
- failure to sign the application form summary;
- lack of a professional scientific Curriculum Vitae drawn up in English;
- lack of the required attachments;
- failure to pay the participation fee by the deadline for application submission;
- failure to meet the requirements set out in Article 2 of the call notice;
- Any other case of violation of the requirements contained in the call notice.

If the reasons for exclusion are ascertained after the selection process has been completed, the procedure Manager shall forfeit all rights resulting from participation. Applicants who make false statements in the selection admission application form or in statements made under Presidential Decree 445/2000 shall have their applications voided.

The exclusion is ordered by a Rectoral reasoned decree.

Applicants must pay by the deadline for submitting the application, and under penalty of exclusion from the selection procedure, a contribution fee of **25.82 Euro**, without the right to a refund in the event of non-participation for any reason, through the unified system for electronic payments to the public administration **PagoPA**, following the instructions of the online application submission procedure.

Alternatively, **only for those who are unable to proceed with the aforementioned payment system** (in particular, in case of payments made abroad if the candidate is not a credit card holder, or in case the credit card is not accepted by the system), it is possible to proceed through a bank transfer on the Current Account registered to Politecnico di Milano - P.zza Leonardo da Vinci, 32 - 20133 Milan, with the following bank details:

IBAN: IT34T0569601620000001600X69 SWIFT: POSOIT22

Reason for payment: " (...) **1 Associate professor position DESIGN Department - procedure code 2022_PRA_DESIGN_1**".

In the application, the applicant must indicate surname, name, date and place of birth and tax code.

The applicant must indicate in their application an e-mail address, or certified e-mail address, to be elected as the sole address for the procedure.

The University must be promptly notified of any changes.

The Administration is not responsible for any inaccurate information provided by the applicant or for any postal issues.

The applicant must enclose the following with the application:

- A Curriculum Vitae, **in English**, covering their scientific and teaching work;
- as a possible supplement to the curriculum, any additional document deemed useful for the purpose of assessing qualifications;
- **maximum number** of publications **18** (any further publications will not be subject to evaluation);
- photocopy of a valid identification document: identity card, passport or driving licence;
- participation fee payment receipt;
- Applicants who participate as scholars permanently engaged abroad in university research or teaching at the same level as those covered by the call must provide a certificate or statement issued by the university to which they belong, confirming their position ¹.

Non-EU citizens, legally residing in Italy, must attach a copy of a valid residence permit or EU long-term residence permit (residence card for foreign citizens), legally issued by the relevant Administration or its request receipt. If the applicant is called, an original of the residence permit or the EU long-term residence permit (residence card for foreign citizens) or their request receipt must be submitted to the Visiting Professor Welcome Office no later than the date set for the position appointment. Failure to submit the document will result in the automatic forfeiture of the right to be appointed.

If citizens of non-European Union countries residing in their country of origin at the time of participation in the selection process are called, they must necessarily submit the entry visa to the Visiting Professor Welcome Office. The visa is the result of the prefecture issuing the authorisation by the presumed employment start date. Failure to submit the document will make it impossible to start the activity.

The Administration reserves the right to carry out random checks on the attachments to the application form, and statement truthfulness.

Referenced to documents already submitted for other selection procedures at this Politecnico are forbidden.

The document must:

- be produced in English;
 - state the qualification in the official language used by the University (e.g. if the applicant works in Spain as Full professor, the certificate must declare "Prof. Catedratico").
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Art. 4 - Publications

Only publications or texts accepted for publication under current regulations may be evaluated, and essays included in collective works and articles published in hard copy or digital magazines with the exclusion of internal notes or departmental reports.

Publications must be produced in the original language and translated into one of the following languages: Italian, French, English, German and Spanish, if written in a language other than those previously indicated.

The administration reserves the right to check the statements on submitted publications.

Art. 5 - Selection Committee establishment

The Selection Committee, is appointed by a Rectoral decree, after a Department Board request to fill the position. The Committee composition ensures adequate gender representation and includes:

- a Politecnico di Milano full Professor or, if necessary, from another national university within the sector covered by the call;
- two professors with an academic position of full professor, under Ministerial Decree 01/09/2016, no. 662, working at foreign Universities, identified among professors of proven international recognition in the scientific field covered by the call.

The appointment is made by Rectoral decree and is published in the official register and the University's website. Applicants may lodge an objection to any Committee members with the Rector from the above date and by the 30-day deadline.

Art. 6 - Committee duty - Applicants evaluation - Criteria

The Selection Committee in its first session pre-determines the evaluation criteria.

The criteria are made public, at least seven days before the evaluation of qualifications and scientific production and are published on the University website (<http://www.polimi.it/bandi-per-i-docenti>)

The Commission assesses applicants based on:

1. Curriculum Vitae
2. scientific publications;
3. teaching.

Based on the call profile and its interdisciplinary themes, the Committee will use the following criteria:

1. quality of scientific or project production, evaluated based on criteria and parameters recognised by the relevant international scientific community;
2. teaching carried out at national and foreign Universities or bodies;
3. scientific responsibility for funded research projects;
4. (where applicable) results obtained during the technology transfer and participation in new companies (spin-offs), development, use and marketing of patents.

Methods used to assess the English language knowledge level: The assessment will be made on the basis of the documentation sent by the candidates..

The Committee may ascertain the ENGLISH language knowledge level by face-to-face interview; applicants with disabilities may request the necessary aid to do the interview, under Law no. 104/92.

The date, place and time of the interview shall be published on the University's website and sent with at least 20 days' notice, to each applicant at the e-mail, or certified e-mail address, elected as the sole address for the procedure.

To be interviewed, applicants must have a valid identification document.

Based on these criteria, at the end of the interview, the majority of Committee members will draw up a ranking of the applicants selected to carry out the educational-scientific functions covered by the call, for a maximum of five times the number of available positions.

If there is a tie, a PhD qualification will be preferred. Alternatively, preference will be given to a younger applicant.

The Committee must complete its work within six months from the date of publication of the Rectoral

decree in the Official Register.

The Rector may extend the deadline for the procedure completion once and for no more than three months for proven reasons provided by the Committee President. Once the deadline for the procedure completion expires, the Rector, with a reasoned decision, will dismiss the Committee and appoint a new one. If the Rector finds irregularities during the procedure, these shall be sent to the Commission, assigning a deadline to make any changes.

A special minute and related attachments must be drawn up for each Committee meeting and signed by all members.

Art. 7 - Documentation and call notice compliance verification.

Within 60 days from the delivery of the documentation drawn up by the Committee, the Rector shall verify documentation formal compliance with a decree. If formal defects are found, the Rector will send the documentation back to the Commission for changes showing the reasons and setting the deadline.

The decree approving the documentation and final report are published on the University's website and sent to the relevant institute that requested the call.

Publication on the website is the equivalent of a legal notice to applicants.

The deadlines for lodging any appeals begin from the decree's publication date.

At the end of the selection process, and within two months of the documentation being approved, the Department Board suggests to the Board of Governors to call the first applicant in the ranking for a final decision, or not to call, giving appropriate reasons for the decision. The proposal resolution is adopted by an absolute majority of full professors for the full professor call, and full professors and associate professors for the associate professor call.

The selection process gives the right to be called by Politecnico, while employment will start under ministerial regulations.

Art. 8 - Rights and Duties - Economic and Social Security Treatment

The rights and duties are those provided for by the current provisions of law on the legal status of the academic staff.

The legal, economic and social security treatment is that provided for by the relevant legal provisions in force.

Art. 9 - Personal data processing

Under EU Regulation no. 679/2016, applicants are informed that the processing of their personal data will take place, on paper or electronically, for the sole purposes of this procedure and establishment and management of any employment relationship.

The processing will be carried out by the persons in charge of the procedure, the selection committee, using electronic means, in the ways and within the limits necessary to pursue the above purposes, including any communication to third parties.

The provision of data is necessary for the assessment and verification of the participation requirements and possession of the declared qualifications. Any failure to provide data may prevent those fulfillments and, in

the cases provided by the call, may result in the exclusion from the selection procedure. Additional data may be requested from applicants for the purposes indicated above.

The data collected may be disclosed to any entitled parties under Law no. 241/1990, Legislative Decree 33/2013 as amended and supplemented.

The data will be stored, under current regulations for a period which does not exceed that necessary to achieve the purposes for which it was processed.

Applicants are granted the rights indicated in the third chapter of Regulation EU no. 679/2016, including the right to access their personal data, request its rectification, update and deletion, if incomplete, inaccurate or collected unlawfully, and oppose data processing for legitimate reasons. Further information is available on the university website www.polimi.it/privacy.

A complaint may be lodged by making a request to the Data Protection Officer, contact point: privacy@polimi.it.

The Politecnico di Milano Data Controller is the Director General delegated by the Pro-tempore Rector - contact: dirgen@polimi.it.

Data processor: the Head of HR and Organizational Development Division.

Art. 10 - Procedure Manager

Under art. 5 of Law of 7 August 1990, no. 241, Eftimiadi Enrico - HR and Organizational Development Division - Academic Staff Career Unit - is appointed Manager of this call procedure - tel. 02.2399.2156 - 02.2399.2236 fax 02.2399.2287 - E-Mail: enrico.eftimiadi@polimi.it - concorsi@polimi.it.

Art. 11 - Publication

This call notice is published in the Official Gazette of the Italian Republic, on the Politecnico di Milano website, the Ministry of University and Research website and the European Union Portal.

Art. 12 - Final Provisions

For anything not expressly provided under this call notice, the regulations mentioned in this decree introduction, and legislation, shall apply.

RECTOR
(Prof. Ferruccio RESTA)

Digitally signed under CAD - Legislative Decree 82/2005 as amended and supplemented