

The present document in English is to be considered as a mere courtesy copy of the official call. The text in Italian is the official text of the call for all legal intents and purposes and, in the event of non-conformity with the present document, it shall prevail

THE RECTOR

Having regard to Law No. 240 of 30 December 2010, entitled *“Provisions on the organisation of universities, academic staff and recruitment, as well as delegation to the Government to promote the quality and efficiency of the university system”*, published in the Official Gazette No. 10 of 14 January 2011 – Ordinary Supplement No. 11;

Having regard to the Statute of the University of Parma, enacted by Rector’s Decree No. 1506 of 26 June 2019 and subsequently amended by Rector’s Decree No. 1109 of 7 June 2021;

Having regard to the University’s Code of Conduct and Code of Ethics;

Having regard to the *“Regulation laying down the criteria and procedures for assigning teaching duties to academic staff, additional teaching assignments, and additional remuneration for tenure-track researchers pursuant to Article 6 of Law No. 240/2010”* of the University of Parma, enacted by Rector’s Decree Rep. No. 1290/2022, Prot. No. 202779 of 29 July 2022;

Recalling the resolutions of the Academic Senate, session of 21 February 2023, and of the Board of Directors, session of 24 February 2023, by which amendments to the aforementioned Regulation were approved;

Considering therefore the need to proceed with the enactment of the *“Regulation laying down the criteria and procedures for assigning teaching duties to academic staff, additional teaching assignments, and additional remuneration for tenure-track researchers pursuant to Article 6 of Law No. 240/2010”* of the University of Parma, in its final version as consolidated with the amendments approved by the competent governing bodies of the University in the above-mentioned sessions;

HEREBY DECREES

for the reasons set out in the preamble:

1. The *“Regulation laying down the criteria and procedures for assigning teaching duties to academic staff, additional teaching assignments, and additional remuneration for tenure-track researchers pursuant to Article 6 of Law No. 240/2010”* of the University of Parma is hereby enacted, in the text annexed to this Decree, which forms an integral part hereof;
2. The aforementioned Regulation shall enter into force on the day following the publication of this Decree on the University’s website.

Prof. Paolo Andrei

Digitally signed pursuant to Legislative Decree No. 82/2005

Organisational Unit Responsible (U.O.R.): Avv. Riccardo Marini
Senior Management Area for Human Resources and Organisation

Administrative Procedure Officer (R.P.A.): Dr. Marina Scapuzzi
Academic Staff Administration Unit

**REGULATION LAYING DOWN THE CRITERIA AND PROCEDURES FOR ASSIGNING TEACHING DUTIES TO
ACADEMIC STAFF, ADDITIONAL TEACHING ASSIGNMENTS, AND ADDITIONAL REMUNERATION FOR
TENURED RESEARCHERS PURSUANT TO ARTICLE 6 OF LAW NO. 240/2010**

Article 1

Subject Matter and Purpose

1. This Regulation governs, within the framework of academic planning and in compliance with the University's *Code of Ethics*, and without prejudice to the provisions of the Academic Regulations of the University, the criteria and procedures for assigning institutional teaching duties to academic staff, additional teaching assignments and the related remuneration, as well as the additional remuneration of tenured researchers, pursuant to Article 6 of Law No. 240/2010, for teaching activities carried out within degree programmes.

For the purposes and effects of this Regulation, "degree programmes" shall mean first-cycle degree courses (*laurea*), second-cycle degree courses (*laurea magistrale*), and single-cycle master's degree programmes.

Article 2

Definition of Types of Teaching Activities

1. For the purposes of this Regulation, the following types of teaching activities are defined:
 - **Teaching activity for the delivery of courses in their various forms** (hereinafter "teaching activity"): this includes lectures, tutorials, laboratory activities, professionally oriented training activities, educational field visits, and official seminars addressed to classes or groups of students, which give rise to the award of academic credits, acquired within courses and curricular modules delivered as part of degree programmes.

Curricular professional traineeships shall be regarded as direct teaching activities only where they consist of supervised instruction, are delivered personally and entirely by the academic staff member, form part of the syllabus of a specific course, and therefore constitute subject matter for specific assessment;

- **Supplementary teaching activity**: this includes all ancillary activities supporting and complementing official teaching, not directly associated with the award of academic credits, such as extra-curricular tutorials, seminars, laboratory assistance, traineeship tutoring, preparatory or bridging courses, and participation in committees assessing students' initial competencies.

2. For blended learning, dual-mode, and hybrid teaching formats, in-person teaching hours shall be included in the calculation of the academic staff member's teaching load.

Likewise, hours of interactive videoconferencing and, for hybrid blended courses, pre-recorded video lectures delivered in advance, shall be deemed equivalent to in-person lectures.

Teaching activities carried out by academic staff in dual-mode blended courses delivered remotely shall not be counted towards the teaching load.

Article 3

Institutional Teaching Duties

1. For the purposes of this Regulation and pursuant to Article 6, paragraphs 2 and 3, and Article 24 of Law No. 240/2010:
 - **Professors** shall carry out research and scholarly development activities and are required to devote annually to teaching duties and student services — including guidance and tutoring — as well as to assessment activities, no fewer than 350 hours under a full-time regime and no fewer than 250 hours under a defined-time regime, of which 120 hours per year of teaching under a full-time regime and 80 hours per year of teaching under a defined-time regime.

For academic staff holding the position of Chair of a Degree Programme Board, the minimum teaching hours may be reduced by up to a maximum of 25%.

Where, solely in cases where the teaching requirements of the University's degree programmes within the relevant academic discipline of the professor do not permit the fulfilment of the aforementioned minimum teaching load, the shortfall may be met through equivalent teaching activities carried out within doctoral programmes and/or first- and second-level university master's programmes and/or specialist schools, in accordance with the applicable legislation, up to a maximum of 20 hours (up to 40 hours for staff of medical specialist schools).

By reasoned resolution, the Department to which the professor belongs may, within the annual teaching planning process, assign teaching duties below the above minimum thresholds, provided that a minimum teaching load of 100 hours (for full-time professors) and 60 hours (for defined-time professors) is maintained. In such cases, and exclusively where the above-mentioned conditions apply, the shortfall may be covered through equivalent teaching activities up to a maximum of 10 hours (up to 20 hours for staff of medical specialist schools).

Further derogations from the teaching hour limits shall be permitted only with prior approval of the Academic Bodies upon a duly reasoned request by the Department. Paid teaching assignments shall not count towards the fulfilment of the institutional teaching load.

- **Tenured researchers** shall carry out research and scholarly development activities and are required to devote annually to supplementary teaching and student services — including guidance and tutoring — as well as to assessment activities, up to a maximum of 350 hours under a full-time regime and up to a maximum of 200 hours under a defined-time regime.
- **Fixed-term researchers** pursuant to Article 24 of Law No. 240/2010 (type RTD b or RTT) shall carry out research, teaching, supplementary teaching, and student services in accordance with the law. The total annual workload for teaching, supplementary teaching, and student services shall amount to 350 hours, including at least 60 hours per year of teaching.

Where, exclusively in cases where the teaching requirements of the University's degree programmes within the relevant academic discipline of the researcher do not permit the fulfilment of the aforementioned minimum teaching load, the shortfall may be met through equivalent teaching activities within doctoral programmes and/or university master's programmes (first and second level) and/or specialist schools, up to a maximum of 10 hours (up to 20 hours for staff of medical specialist schools).

Any derogation from the minimum teaching hours shall be permitted only with prior authorisation from the Academic Bodies upon a duly reasoned request by the Department. In any case, the maximum teaching load shall be set at 120 hours.

- **Fixed-term researchers** pursuant to Article 24, paragraph 3, letter (a), of Law No. 240/2010 shall carry out research, teaching, supplementary teaching, and student services in accordance with the law. The total annual workload shall amount to 350 hours under a full-time regime and 200 hours under a defined-time regime, including at least 40 hours per year of teaching and/or supplementary teaching under a full-time regime and at least 30 hours per year under a defined-time regime.

In any case, the maximum teaching load shall be set at 120 hours. Teaching in excess of 80 hours (up to the maximum limit of 120 hours) shall be permitted only where authorised by the Academic Senate in exceptional and duly justified cases upon request by the relevant Department.

The above-mentioned hours shall be calculated net of any course-sharing or inter-departmental arrangements and must be personally delivered by each member of academic staff. Failure to fulfil the commitments to the extent specified above, save for the exceptions provided in this Regulation, may constitute a negative factor in the evaluation of the academic staff member for the purposes of awarding incentives under the applicable legislation.

In order to ensure the quality of teaching and research and to prevent the overall teaching workload within the University from exceeding reasonable limits, a professor may not carry out more than 200 hours of teaching per academic year; any exceptions, duly justified, shall require prior approval by the relevant Department Council.

- The teaching duties of professors and researchers include:
 - the online completion of the *“Lecture Register”* and the *“Activity Log”*, which shall constitute a self-certification of the effective delivery of teaching activities; supplementary and postgraduate teaching activities shall be recorded in the *“Activity Log”*;
 - the updating of information relating to courses for which they are responsible through the *Syllabus* application accessible via U-GOV;
 - the publication of student office hours;
 - compliance with the Code of Ethics;
 - the publication of their curriculum vitae in European format on the University’s official website under the *“staff”* section.

The Head of Department shall verify the fulfilment of the teaching duties assigned to professors and researchers in accordance with this Regulation and shall notify the Academic Affairs and Student Services Division of the allocation of institutional teaching duties to academic staff within the Department, in accordance with the deadlines set by the University.

Such notification shall also be required in cases involving changes in academic rank (from researcher to associate professor) and/or the recruitment of fixed-term researchers within a given academic discipline. The competent administrative offices shall carry out monitoring functions to ensure the coherent distribution of teaching workloads across the University.

2. In accordance with the guidelines of the National Anti-Corruption Authority (ANAC) and the subsequent Policy Directive of the Ministry of Education, University and Research (MIUR) of 14 May 2018, the duties related to the performance of teaching activities by academic staff shall also include measures aimed at preventing improper conduct by such staff (including, by way of

example, interference of personal interests with the performance of institutional teaching and research duties, situations of conflict of interest in the conduct of examinations or other teaching functions, including as members of examination boards, and the proper maintenance of teaching activity records), as well as the accountability of Heads of Department with regard to supervising the conduct of professors and researchers.

Article 4

Procedure for the Allocation of Teaching Duties

1. Departments shall resolve upon the allocation of institutional teaching duties to professors and researchers affiliated with them, taking into account the requirements of their own degree programmes and any requests for coverage received from other departments of the University. This shall be done in compliance with the principle of full utilisation of teaching time and from an institution-wide perspective that balances the distinct yet complementary needs of the various departmental structures, so as to ensure the maximum coverage of teaching activities envisaged by the educational offer and the sustainability of the University's degree programmes, in accordance with the requirements concerning teaching staff as laid down by ANVUR.
2. Priority shall be given to the coverage of teaching activities falling within the categories TAF A, TAF B and TAF C. Only where no such teaching activities are available may institutional teaching duties be assigned to courses classified as TAF D and, exceptionally, by means of a duly reasoned resolution, to courses classified as TAF F. In no case shall the teaching responsibilities of professors include activities relating to TAF E.
3. Where a professor's or researcher's teaching load has not been fully assigned, the home Department shall notify the University and make available the remaining teaching capacity for the coverage of courses within the same academic disciplinary sector to which the member of staff belongs, informing the Directors of the departments potentially concerned and notifying the Administration. In such cases, the teaching load shall be assigned by the home Department, in agreement with the Department in which the relevant degree programmes are based, also with a view to ensuring the sustainability of the University's degree programmes in accordance with ANVUR requirements concerning teaching staff. The Administration, through the competent offices, shall verify compliance with the obligations relating to the full allocation of academic staff teaching loads, in accordance with the procedure outlined above.
4. Where requirements for the coverage of degree programmes within the educational offering persist, departments may, by way of a reasoned decision, proceed with the assignment of additional teaching duties in accordance with the procedure set out in Article 5 below:
 - to full and associate professors, with their consent, either on a remunerated or unpaid basis;
 - to permanent researchers and to other persons referred to in Article 6(4) of Law no. 240/2010, with their consent, curricular courses and modules up to a maximum of 60 hours; only in the case of duly ascertained extraordinary teaching needs may permanent researchers be assigned teaching duties exceeding 60 hours, and in any event not exceeding a total of 120 hours;
 - to fixed-term researchers.

5. Teaching activities not allocated through the above procedures shall be provided for by the conclusion of teaching contracts pursuant to Article 23 of Law no. 240/2010, within the limits of the relevant budget availability and in compliance with the “Regulations governing teaching contracts in degree programmes pursuant to Article 23 of Law no. 240/2010”. Departmental resolutions must expressly and duly justify compliance with the aforementioned allocation procedure, demonstrating that the teaching loads of academic staff have been fully assigned.
6. Employees of public bodies, in particular healthcare personnel referred to in Legislative Decree no. 502/1992, and employees of research institutions referred to in Article 8 of Prime Ministerial Decree no. 593/1993, may carry out teaching activities either on a remunerated or unpaid basis, in accordance with the provisions set out in memoranda of understanding and agreements governing relations between the University and the relevant bodies or institutions. The teaching structures proposing such appointments are responsible for verifying the existence of the agreement forming the legal basis for the appointment. For such teaching contracts, including supplementary ones, the allocation procedure referred to in the preceding paragraphs shall not apply, and the relevant contracts may be awarded without the need for a comparative evaluation procedure.
7. A member of academic staff may be authorised to undertake a teaching assignment at another university or public or private institution, subject to prior approval by the Rector, only where they have fulfilled their institutional teaching load as provided for in these Regulations. The professor submitting a request for authorisation must indicate the number of hours associated with the teaching activity for which authorisation is sought. The request must be submitted to the home Department, which shall issue a duly reasoned and detailed resolution, with particular regard to the full allocation of the teacher’s teaching load. The full allocation, at University level, of professors’ teaching loads shall therefore be regarded as an essential prerequisite for the subsequent granting of authorisation to undertake teaching duties outside the University.
8. Upon a duly reasoned proposal from a Department, the Academic Senate may grant exemptions from the above-described allocation procedure, with specific reference to paragraphs 2 and 4 of this Article.

Article 5

Additional Teaching Assignments

1. Without prejudice to the provisions set out in the preceding Articles, additional teaching assignments shall be conferred by Rectoral Decree, subject to the consent of the person concerned and provided that the institutional teaching duties referred to in Article 3 have been duly fulfilled, following a resolution of the Board of Directors upon proposal of the competent Department. Such assignments shall be made to full and associate professors and to researchers belonging to the same competition sector/academic disciplinary sector or to a related sector within the same departmental structure or, failing that, by means of a duly reasoned resolution, to full and associate professors and researchers of another Department, subject to the latter’s prior approval.
2. Additional assignments may also be conferred on full and associate professors and researchers belonging to another University, within the same or a related competition sector/academic disciplinary sector, following the issuance by the Department concerned of a call for applications. Selection shall be carried out by way of comparative assessment, taking into account the candidates’ curricula, the teaching relevance of their qualifications, and their documented experience in scientific, teaching and, where applicable, clinical activities.

3. The allocation of additional teaching assignments shall, in any event, comply with the provisions of Article 4, paragraph 2, of these Regulations.

Article 6

Additional Remuneration for Assignments to Full and Associate Professors and Fixed-Term Researchers

1. Teaching assignments attributed to full and associate professors in service at the University of Parma which fall within institutional teaching duties shall not be remunerated if carried out within 120 annual teaching hours (for full-time staff) or within the reduced number of hours provided for in Article 3 for Presidents of Degree Programme Councils, and within 80 annual teaching hours (for part-time staff). Assignments shall become remunerable once the aforementioned annual workload has been exceeded, as certified by the academic staff member pursuant to Presidential Decree no. 445/2000 and countersigned by the Director of the home Department, within the limits of the actual budgetary availability.
2. Teaching assignments attributed to fixed-term researchers in service at the University of Parma which fall within institutional teaching duties shall not be remunerated if carried out within 120 annual teaching hours. Any hours exceeding this threshold must be certified by the staff member, pursuant to Presidential Decree no. 445/2000, and countersigned by the Director of the home Department.
3. The additional remuneration for teaching assignments eligible for payment shall be set at EUR 25 gross (before employee deductions) per teaching hour. This hourly rate shall be deemed to include compensation for all related activities, including preparation, student support, and the assessment of learning connected with the teaching delivered.

Article 7

Additional Remuneration for Permanent Researchers

1. Supplementary teaching activities carried out by permanent researchers shall not be remunerated.
2. The additional remuneration for teaching assignments conferred on permanent researchers, to whom, in accordance with Article 6(4) of Law no. 240/2010, curricular modules or courses are assigned with their consent, shall be set at EUR 25.00 gross (before employee deductions) per teaching hour. This hourly rate shall be deemed to include compensation for all related activities, including preparation, student support, and the assessment of learning connected with the teaching delivered.
3. The Board of Directors shall determine annually the budgetary allocation for the purpose of additional remuneration for such assignments, taking into account the general criteria set out above.

Article 8

Final Provisions – Entry into Force – Transitional Rules

1. For all matters not expressly governed by these Regulations, the applicable legislation in force concerning university teaching systems and the legal status of staff shall apply, as well as the University's Statute and internal regulations.

This Regulation shall be published on the University's official website and shall enter into force on the day following its publication.

