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Consolidated Text of the Regulation

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

(issued by Rector's Decree No. 427/2023, Prot. No. 68388 of 3 March 2023, as subsequently supplemented and amended by resolutions of the Academic Senate and the Board of Directors, respectively No. SA/26-11-2024/130 of 26 November 2024 and No. CDA/28-11-2024/516 of 28 November 2024)

Article 1

Subject matter and purpose

1. This Regulation governs, within the framework of academic planning and in compliance with the Code of Ethics, and without prejudice to the provisions of the University Teaching Regulations, the criteria and procedures for the allocation to academic staff of institutional teaching duties, 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 delivered within degree programmes. For the purposes and effects of this Regulation, "degree programmes" shall mean bachelor's degree programmes, master's degree programmes, 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 activity are defined:
 - **Teaching activity:** this includes lectures, tutorials, laboratory activities, professional practice activities, field trips for teaching purposes and official seminars aimed at classes or groups of students, which give rise to academic credits within courses and curricular modules delivered in degree programmes.
Curricular professional traineeships shall be considered as contact teaching activities only where they consist of supervised teaching, are personally and wholly delivered by the lecturer, form part of the examination syllabus of a specific course, and are subject to specific assessment;
 - **Supplementary teaching activity:** this includes all ancillary support activities related to official teaching, not directly associated with the award of academic credits, such as extra-curricular exercises, seminars, laboratory assistance, traineeship tutoring, preparatory or bridging courses, and participation in committees assessing students' initial preparation.
1. For courses delivered through non-conventional teaching methods, in-person teaching hours shall count towards the lecturer's workload. Interactive videoconferencing and pre-recorded video lectures shall likewise be treated as equivalent to contact teaching. Teaching activities delivered

within such courses shall contribute to the workload in accordance with the Teaching Regulations of the relevant degree programmes and the University Teaching Regulations.

Article 3 **Institutional teaching duties**

- 1. For the purposes of this Regulation and pursuant to Article 6(2) and (3) and Article 24 of Law No. 240/2010:**
 - **Professors** shall carry out research and scholarly updating activities and shall devote annually to teaching duties and student services — including guidance and tutoring, as well as assessment activities — no fewer than 350 hours in the case of full-time employment and no fewer than 250 hours in the case of part-time employment, of which at least 120 hours per year shall be teaching in the case of full-time employment and 80 hours per year in the case of part-time employment. For those holding the position of Chair of a Degree Programme Board, the minimum teaching hours may be reduced by up to a maximum of 25%.

Solely in cases where the teaching needs of the University's degree programmes, within the relevant academic discipline of the professor concerned, do not allow the above minimum workload to be met, the shortfall may be fulfilled through equivalent teaching activities within doctoral programmes and/or first- and second-level university master's programmes and/or specialisation schools, in compliance with applicable legislation, up to a maximum of 20 hours (or 40 hours for staff teaching in medical specialisation schools).

By reasoned resolution, the Department to which the professor belongs may, at the stage of annual teaching planning, assign teaching duties below the above standards, while maintaining a minimum load of 100 teaching hours for full-time professors and 60 hours for part-time professors. In such cases, and only where programme needs do not allow fulfilment of the minimum workload, the shortfall may be compensated by equivalent teaching as described above, up to a maximum of 10 hours (or 20 hours for teaching staff in medical specialisation schools).

Any further derogations from teaching hour limits shall be permitted only subject to prior authorisation by the Academic Bodies, upon a duly reasoned request from the Department. Paid teaching assignments shall not count towards the fulfilment of the institutional teaching workload.
 - **Tenured researchers** shall undertake research and scholarly updating activities and shall devote annually to supplementary teaching and student services — including guidance and tutoring, and assessment activities — up to a maximum of 350 hours in the case of full-time employment and up to a maximum of 200 hours in the case of part-time employment.
 - **Fixed-term researchers**, referred to in Article 24 of Law No. 240/2010 (RTD b / RTT), shall carry out research, teaching, supplementary teaching and student services in accordance with the law. Their total annual commitment to teaching, supplementary teaching and student services shall be 350 hours, of which at least 60 hours shall be teaching.

Where the teaching needs of the University's degree programmes, within the relevant academic discipline, do not allow the attainment of the minimum workload, any shortfall may be fulfilled through equivalent teaching within doctoral, master's or specialisation programmes, up to a maximum of 10 hours (or 20 hours for medical specialisation teaching).

Any derogation from the minimum teaching hours shall require prior authorisation by the Academic Bodies, upon a reasoned request from the Department. In all cases, the maximum teaching commitment shall be 120 hours.

- **Fixed-term researchers** under Article 24(3)(a) of Law No. 240/2010 shall carry out research, teaching, supplementary teaching and student services in accordance with the law. Their total annual commitment shall be 350 hours for full-time employment and 200 hours for part-time employment, including at least 40 hours per year of teaching and/or supplementary teaching for full-time staff and at least 30 hours for part-time staff.

The maximum teaching commitment shall in any case be 120 hours. Any increase beyond 80 teaching hours (up to the maximum of 120 hours) shall be permitted only where authorised by the Academic Senate in exceptional and duly justified cases upon proposal by the Department.

All of the above hours shall be calculated net of any course-sharing arrangements and must be personally performed by the individual academic staff member. Failure to fulfil these obligations, save for the exceptions provided in this Regulation, may constitute an adverse factor in performance evaluation for the purposes of awarding incentives provided under current legislation.

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

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

The Head of Department shall verify compliance with the teaching duties assigned to professors and researchers in accordance with this Regulation and shall notify the Teaching and Student Services Division of the allocation of institutional teaching duties to academic staff within the timeframe established by the University. This obligation also applies where academic staff progress from researcher to associate professor rank and/or in the recruitment of fixed-term researchers. The competent administrative offices shall monitor the coherent distribution of teaching workloads across the University.

2. **In accordance with the guidance of the National Anti-Corruption Authority (ANAC)** and the consequent MIUR Policy Directive of 14 May 2018, the duties relating to teaching activities shall also include actions aimed at preventing misconduct by academic staff (such as, by way of example, interference of personal interests with institutional teaching and research duties, situations of conflict of interest in examinations or other teaching functions, including as members of committees, and proper maintenance of teaching registers), as well as the accountability of Heads of Department with regard to oversight of the conduct of professors and researchers.

Article 4
Procedure for teaching assigning

1. **Departments shall resolve upon the allocation of institutional teaching duties** to the professors and researchers belonging to them, taking into account the needs of their own degree programmes and any requests for teaching provision received from other departments within the University, in compliance with the principle of full utilisation of teaching capacity and within a University-wide perspective that balances the differing yet complementary needs of departmental structures, so as to ensure maximum coverage of the teaching set out in the educational offer and the sustainability of the University's degree programmes, in accordance with ANVUR provisions on staffing requirements.
2. **Priority shall be given** to the coverage of courses falling within the categories TAF A, TAF B and TAF C; only where no such courses are available may institutional teaching duties be assigned to courses classified as TAF D and, only exceptionally and by reasoned resolution, to courses classified as TAF F. Under no circumstances shall the teaching responsibility of professors include activities falling within TAF E.
3. **Where a professor's or researcher's teaching workload is not fully allocated**, the Department to which they belong shall communicate and make available to the University the residual teaching capacity for the purpose of covering courses within the same scientific-disciplinary sector, informing the Directors of potentially interested Departments and notifying the Administration.
In such cases, the teaching load shall be assigned by the Department of affiliation of the academic staff member, in agreement with the Department responsible for the relevant degree programmes, also with a view to ensuring the sustainability of the University's degree programmes in accordance with ANVUR requirements.
The Administration, through its competent offices, shall verify compliance with the procedures relating to the full allocation of teaching workloads as described above.
4. **Where teaching coverage requirements persist**, Departments may, by reasoned decision, proceed with the allocation of additional teaching assignments in accordance with Article 5:
 - to full and associate professors, with their consent, either on a paid or unpaid basis;
 - to tenured researchers and other persons referred to in Article 6(4) of Law No. 240/2010, with their consent, for courses and curricular modules up to a limit of 60 hours; only in cases of duly established exceptional teaching needs may tenured researchers be assigned teaching in excess of 60 hours, and in any event not exceeding a total of 120 hours;
 - to fixed-term researchers.
5. **Teaching activities not assigned under the above procedures** shall be covered through the conclusion of teaching contracts pursuant to Article 23 of Law No. 240/2010, within the limits of the available budget and in compliance with the Regulation governing teaching contracts under Article 23 of Law No. 240/2010.
Departmental resolutions shall expressly and duly state compliance with the above procedure, demonstrating that the teaching workload of academic staff has been fully allocated.
6. **Employees of public bodies**, in particular healthcare personnel pursuant to 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, whether remunerated or not, in accordance with the memoranda of understanding and agreements governing relations between the University and such bodies or institutions.

The teaching structures proposing such assignments shall verify the existence of the agreement forming the legal basis for the appointment. For such teaching contracts, including supplementary ones, the allocation procedure set out in the preceding paragraphs shall not apply, and such contracts may be awarded without the need for a comparative selection procedure.

7. **Authorisation for teaching at another university or institution**, whether public or private, may be granted to a member of academic staff, subject to the Rector's prior approval, only where the institutional teaching workload provided for in this Regulation has been fulfilled. The applicant shall indicate the hourly commitment associated with the teaching assignment for which authorisation is sought. The request shall be submitted to the Department of affiliation, which shall express its opinion by means of a reasoned and detailed resolution, with particular reference to the full allocation of the teaching workload of the staff member concerned. The full allocation of teaching workloads at University level shall therefore be regarded as an essential element for the granting of authorisation to undertake teaching assignments outside the University.
8. **Upon a duly reasoned proposal by a Department**, the Academic Senate may grant derogations from the above procedure for the allocation of teaching, with specific reference to paragraphs 2 and 4 of this Article.

Article 5

Additional teaching assignments

1. Without prejudice to the provisions of the preceding Articles, additional teaching assignments shall be conferred by Rector's Decree, subject to the consent of the individual concerned and the fulfilment of the teaching duties referred to in Article 3, following a resolution of the Board of Directors upon proposal of the competent Department.
Such assignments may be granted to full and associate professors and to researchers belonging to the same competition sector/scientific-disciplinary sector or to a related sector within the same Department or, failing that, by reasoned resolution, to full and associate professors and researchers belonging to another Department, subject to prior clearance from the latter.
2. Additional assignments may also be conferred upon full and associate professors and researchers belonging to another university, within the same or a related competition/scientific-disciplinary sector, following the publication by the relevant Department of a call for applications.
The selection shall be conducted by comparative assessment, taking into account the candidates' curriculum vitae, the teaching relevance of their qualifications, and their documented experience in the scientific, teaching, and — where applicable — clinical fields.
3. The allocation of additional teaching assignments shall also comply with the provisions set out in Article 4(2) of this Regulation.

Article 6

Additional remuneration for assignments to full and associate professors and fixed-term researchers

1. Teaching assignments conferred upon full and associate professors in service at the University of Parma, which fall within their institutional teaching duties and are carried out within 120 annual teaching hours (for full-time staff) or within the reduced teaching load provided for in Article 3 for Degree Programme Board Chairs, and within 80 annual teaching hours (for part-time staff), shall not be remunerated.
Such assignments shall become remunerable only once the aforementioned annual workload has been exceeded, as certified by the lecturer in accordance with Presidential Decree No. 445/2000

and countersigned by the Head of the Department of affiliation, and within the limits of the actual budgetary availability.

2. Teaching assignments conferred upon fixed-term researchers in service at the University of Parma, which fall within their institutional teaching duties and are performed within 120 annual teaching hours, shall likewise not be remunerated.
Any hours exceeding 120 shall be certified by the researcher in accordance with Presidential Decree No. 445/2000 and countersigned by the Head of the Department of affiliation.
3. The additional remuneration for remunerable teaching assignments shall be fixed at **€25 gross per hour of teaching**.
This hourly rate shall include remuneration for preparation, student support, and assessment activities connected with the teaching delivered.

Article 7

Additional remuneration for tenured researchers

1. Supplementary teaching activities performed by tenured researchers shall not be remunerated.
2. Additional remuneration for teaching assignments conferred upon tenured researchers, to whom curricular modules or courses are assigned with their consent in accordance with Article 6(4) of Law No. 240/2010, shall be set at **€25 gross per teaching hour**.
The hourly rate shall include remuneration for preparation, student support and assessment activities related to the teaching delivered.
3. The Board of Directors shall determine annually the budgetary allocation for the additional remuneration of such assignments, taking into account the general criteria set out above.

Article 8

Final provisions – entry into force – transitional rules

1. In matters not governed by this Regulation, the applicable legislation on university teaching systems and the legal status of staff shall apply, together with the provisions of the University Statute and internal regulations.
2. This Regulation shall be published on the University's institutional website and shall enter into force on the day following its publication.