

**THE FOLLOWING IS A COURTESY TRANSLATION OF THE CALL 2018PED11; THE TEXT IN ITALIAN LANGUAGE HAS LEGAL RELEVANCE**

**NOTICE OF COMPARATIVE PROCEDURE No. 2018PED11 FOR THE STIPULATION OF A COORDINATED AND CONTINUOUS COLLABORATION CONTRACT FOR THE COORDINATION OF THE ACTIVITIES OF SHARING, DOCUMENTATION AND FEEDBACK PRACTICES FOR THE IMPROVEMENT OF TEACHING**

**THE UNIVERSITY OF PADOVA**

**DEPARTMENT OF PHILOSOPHY, SOCIOLOGY, EDUCATION AND APPLIED PSYCHOLOGY**

WHEREAS the Department has activated an Erasmus + Key Action 2 project entitled "Intercultural Reflection on Teaching" - PI prof. Alessio Surian;

HAVING REGARD TO the art. 7, paragraphs 6 and 6 bis, of Legislative Decree 165/2001 and subsequent amendments;

HAVING REGARD TO the D.P.R. 16.4.2013, n. 62 "Regulations containing code of conduct for civil servants, pursuant to art. 54 of Legislative Decree 30 March 2001, n. 165 "which extended, to the extent compatible, the code's behavior obligations to all collaborators or consultants, with any type of contract or appointment;

HAVING REGARD TO the Regulations for the assignment of individual appointments to subjects external to the University issued with D.R. n. 2346/2014 of 18.8.2014;

GIVEN the authorization of the Department Council of 10/18/2018

HEREBY DECREES

a comparative procedure of curriculum aimed at checking the availability within the University of a human resource needed to carry out the activity of sharing, documentation and feedback practices for the improvement of teaching and, if the check is not successful, aimed to regulate the appointment of an external subject by comparing the curriculum with the required professional profile, through the stipulation of a coordinated and continuous collaboration contract.

**ACTIVITY**

The performance of the subject that will be identified concerns the following activities:

support university professors in recording, collecting and editing videos on their teaching practice and analyzing the data collected through videotaping, using appropriate software.

Carry out reviews of literature relating to the strands of peer observation and feedback as practices to promote improvement and innovation of teaching, to then support the project managers in the construction of reflective tools based on critical indicators.

Support also the organization of meetings in presence and distance and international project meetings.

Manage communications with the teachers participating in the project both belonging to the University of Padua and to the partner institutions, when requested.

Prepare periodic project reports with respect to ongoing activities and contribute to the preparation of research outputs and publications, to be carried out at the location that will be jointly identified by the Parties at the time of signing the contract and for which a maximum commitment of 6 months.

For the purposes of internal recognition, the time commitment is quantified on average in 12 hours per week.

## PROFILE

1) Candidates are required the following skills, knowledge and competences:

- documented knowledge and skills in the definition and use of research design and quantitative and qualitative methodologies;
- experience in drawing up research reports and articles:
- advanced skills on data collection through video: video-recording and video-editing;
- advanced skills on qualitative data analysis: content analysis, speech analysis, conversational analysis;
- ability to organize and conduct meetings both in presence and remotely;
- communication skills with different targets (university teachers, project partners, research collaborators, students);
- adaptability and flexibility;
- knowledge of the Office package, of Google drive tools, Moodle platform, software for analysis of qualitative research data;
- Knowledge of English language level C1;
- good knowledge of Italian (in case of foreign citizens).

2) Candidates must hold, on the date of the deadline for the submission of applications for this selection procedure, the following requirements:

- educational qualification: master's degree in the areas of education and training or in the area of psychology or, if the qualification has been obtained abroad, a title that allows access to the doctorate of research. The equivalence with the Italian qualification will be declared, for the sole purpose of the procedure, by the Commission which carries out the comparative assessment. The achievement of a doctorate or attendance at a doctorate course is preferential.
- not have been subject to criminal convictions that have led to the inability to negotiate with the public administration as an accessory sanction.

The outcome of this procedure will be published on the website of the Department of Philosophy, Sociology, Pedagogy and Applied Psychology (FISPPA) at <http://www.fisppa.unipd.it/> at the link "Bandi ricerca" by 09/11/2018 if consequent to internal recognition and by the date of 16/11/2018 if an external person will be identified.

The following are the requirements, methods and terms for the presentation of the application and the conduct of the comparative procedure A) for University employees and, if the internal recognition results in a negative outcome, B) for external parties.

## A) FOR THE PURPOSES OF INTERNAL RECOGNITION

### Submission of applications

Applications may be submitted by University Technical Administration staff hired on a permanent basis in full-time schedule, who are available for activities of sharing, documentation and feedback practices for the improvement of teaching, in compliance with the discipline of the duties provided for by the art. 52 of Legislative Decree 165/2001, for 6 months in a structure different from that of belonging, in possession of the requisites and skills, knowledge and competences required.

The application, to be drawn up on plain paper, accompanied by a curriculum vitae, a photocopy of a valid identification document, and the authorization of the responsible of the structure, must be delivered in duplicate directly to the Department of Philosophy, Sociology, Pedagogy and Applied Psychology (FISPPA) - Seat of piazza Capitaniato n. 3, 35139 Padova, (3rd floor room n ° 035b) with the following timetable: from Monday to Friday from 10.00 am to 12.00 am, strictly within 12.00 of 07/11/2018.

On the envelope the wording "Notice of comparative procedure no. 2018PED11 - INTERNAL RECOGNITION"

The application form is available on the site: <http://www.fisppa.unipd.it/> at the link "Bandi ricerca".

Candidates whose applications are received, for any reason, after the aforementioned deadline will not be admitted.

These applications will be evaluated by the Director of the Department of Philosophy, Sociology, Education and Applied Psychology (FISPPA) through evaluation of the curricula in compliance with the discipline of the duties provided for by art. 52 of Legislative Decree 165/2001.

## B) FOR THE PURPOSE OF IDENTIFYING EXTERNAL PERSONS, IN CASE OF UNSUCCESSFUL CHECK OF THE INTERNAL RESOURCES, FOR THE STIPULATION OF A COORDINATED AND CONTINUOUS COLLABORATION CONTRACT.

### Submission of application

The application for admission to the comparative procedure, accompanied by a curriculum vitae drawn up in compliance with the current European model, a photocopy of a valid identification document and a photo card, to be drawn up on plain paper, must be sent in a sealed envelope bearing the words: " Notice of comparative procedure n. 2018PED11 - EXTERNAL RECOGNITION "at the Department of Philosophy, Sociology, Education and Applied Psychology (FISPPA) of the University of Padua, address: piazza Capitaniato n. 3 - 35139 Padua, by and no later than 07/11/2018

The application can be sent by registered letter with return receipt (postmark is not valid) to the following address:

Department of Philosophy, Sociology, Pedagogy and Applied Psychology (FISPPA) of the University of Padua, at the headquarters of piazza Capitaniato n. 3 - 35139 Padua. "Notice of comparative procedure no. 2018PED11"

As an alternative to the registered letter, the application can be sent by to the following address: [dipartimento.fisppa@pec.unipd.it](mailto:dipartimento.fisppa@pec.unipd.it)

- by certified e-mail (PEC), accompanied by a digital signature affixed to it and on all the documents where the handwritten signature is requested;

- by certified e-mail (PEC) by sending a copy of the signed application in an autographed way, together with a copy of the identity document of the subscriber; all documents where the handwritten signature is to be affixed in a traditional environment must be similarly transmitted in a signed copy. Copies of these documents must be scanned.

For the electronic transmission of documentation, static and not directly modifiable formats must be used, without macro-instructions and executable codes, preferably pdf that do not exceed the MB of heaviness.

The application can also be delivered directly to the Department of Philosophy, Sociology, Pedagogy and Applied Psychology (FISPPA) - at the headquarters of piazza Capitaniato n. 3, 3rd floor room 035b - 35139 Padua, in the following hours: Monday to Friday from 10.00 to 12.00, signed in the presence of the employee assigned to receive it or, alternatively, accompanied by a photocopy of a valid identification document, to be attached (else the application can not be considered as valid).

The application form is available on the site: <http://www.fisppa.unipd.it/> at the link "Bandi ricerca".

Candidates whose applications are received, for any reason, after the aforementioned deadline will not be admitted.

In the admission application, drawn up on free paper, external subjects must declare under their own responsibility the surname and name, date and place of birth, residence, telephone number, not being in any situation involving incapacity to negotiate with the Public Administration, the declaration of possession of the above listed requisites and the exact address for any communications. Foreign candidates must also declare that they have adequate knowledge of the Italian language.

#### Commission

The examining commission, composed of three experts in the subject of this call, will be appointed with provision of the Director of the Department of Philosophy, Sociology, Pedagogy and Applied Psychology (FISPPA).

#### Curriculum

The evaluation of the curriculum will be carried out on the basis of what is stated in the application and in the curriculum submitted by the candidates.

#### Evaluation result

The evaluation does not give rise to qualification or ranking for recruitment in public administration. At the end of the comparative procedure, the Commission prepares a motivated report indicating the result of the evaluation and identifying the chosen external party.

At the end of the comparative procedure, the head of the structure will check the formal regularity of the procedure and will confer the task.

#### Form of contract and payment

At the end of the procedure, a coordinated and continuous collaboration contract lasting 6 months will be stipulated with the selected external collaborator, upon acquisition of the necessary data for tax, welfare and social security purposes, in compliance with the maximum annual salary and emoluments load of public finance and the provisions of art. 15 of Legislative Decree 14.3.2013, n. 33.

These data must be provided by the selected external collaborator no later than the deadline communicated by the administration; if this term has expired, the administration reserves the right not to proceed with the stipulation of the contract.

It will not be possible to proceed with the stipulation of the contract if the chosen external party is in conditions of incompatibility with respect to what is provided for by:

1. paragraph 1 of the art. 25 of the Law n. 724/1994 which states that "to the personnel of the administrations referred to in Article 1, paragraph 2, of Legislative Decree 3 February 1993, n. 29, which ceases voluntarily from the service despite not having the requirement for retirement for old age from the respective social security regulations but which nevertheless has the contributory requirement for obtaining the early retirement pension provided for by the respective regulations, can not be conferred with consulting duties , collaboration, study and research by the administration of origin or administrations with whom it has had employment or employment relationships in the five years preceding that of termination of service ";

2. (in the case of study and consulting assignments) art. 6 of the D.L. 24.6.2014, n. 90 which amended paragraph 9 of the art. 5 of the D.L. 95/2012 converted with amendments by Law 135/2012 prohibiting the public administrations referred to in art. 1, paragraph 2, of Legislative Decree 165/2001 "to assign study and consultancy assignments to subjects, formerly private or public workers placed in retirement".

Furthermore, it will not be possible to proceed with the stipulation of the contract if the chosen external subject has a conjugal relationship or a degree of kinship or affinity, up to and including the fourth degree, with a Professor belonging to the Department or with the Rector, the General Manager or a member of the University Board of Directors.

If the identified collaborator is employed by another public administration subject to the authorization regime pursuant to art. 53 of Legislative Decree 30 March 2001 no. 165 must present the authorization of the administration to which it belongs before signing the contract.

The payment for the service, including the taxes to be paid by the recipient, is set at € 6,350.00. For employees with VAT number, in the case of absorption of the benefit to the professional activity, the VAT and the CPI will be added to the compensation, if due, deducted the tax withholding according to the law.

The fee due will be paid in monthly installments, upon declaration by the project manager prof. Alessio Surian that the performance was carried out properly.

Should the need, convenience or opportunity of this assignment fail, the University may not proceed with the assignment.

Pursuant to the current regulations, the data relating to the assignment (name of the employee, details of the transfer order, object of the appointment, duration, compensation, data relating to the performance of offices or the ownership of offices in entities governed by private law regulated or financed by the public administration or professional activities), as well as the employee's curriculum will be published on University website.

#### Processing of personal data

The personal data of the candidates will be processed, in paper or electronic form, for the sole purpose of this procedure and of the related and consequent acts of this notice, in compliance with current legislation.

#### Communications

This notice will be published on the Official Notice Board of the University University at the address: <http://protocollo.unipd.it/albo/viewer> and posted on the Department's website <http://www.fisppa.unipd.it/>.

For what is not provided for by this notice, the provisions regarding the assignment of tasks to external subjects are valid, as well as the Regulations for the assignment of individual appointments to subjects outside the University and the related circulars, available on the University website <http://www.unipd.it/concorsi-selezioni-incarichi>.

Padua,

THE DIRECTOR

Prof. Vincenzo Milanese