

**Announcement of a public selection procedure to award teaching contracts and assignments as language proficiency examiners
FOR THE ENGLISH LANGUAGE**

The Vice Rector of the Free University of Bozen-Bolzano

In consideration of Vice Rector's Decree of 18 April 2019, no. 19

announces

that the Language Centre of the Free University of Bozen-Bolzano (hereafter referred to as "the Language Centre" and "unibz", respectively) seeks to cover the following during the academic years 2019/2020, 2020/2021 and 2021/2022 by means of remunerative freelance contracts:

- **Teaching contracts for the following language courses,* including intensive** courses and extensive*** courses:**

Intensive and Extensive English Language Courses

**At the campuses of BOZEN-BOLZANO, BRIXEN-BRESSANONE,
BRUNECK-BRUNICO**

**For the levels A1 to C2 according the Common European Framework of
References (CEFR)**

- **Assignments as language proficiency examiners for:******

English Language Proficiency Exams

For the levels B1, B2, C1, and C2

At the BOZEN-BOLZANO Campus

(*) Language Courses

The Language Centre offers language courses primarily for students, professors, researchers, and administrative staff. In addition, the Language Centre offers preparation courses for international language exams (only taught by qualified trainers). Additional courses may also be offered.

The majority of the language courses offered by the Language Centre are intended for current students and are organized according to a modular course system in which intensive modules are offered during the breaks before, between, and after semesters and extensive modules are offered during the semesters. Each module typically consists of 40 hours of instruction (where 1 hour = 60 minutes of instruction). The aim of the system in most cases is to develop students' language proficiency from A0 to B2 within the timeframe of 3-4 semesters and from B2 to C1 within the timeframe of 2-3 semesters.

Courses for professors and researchers may be group or individual courses and intensive or extensive and may be organized on a semester or an annual basis.

The Language Centre may decide, based on teaching and organizational needs, to active blended-learning courses, with a portion of the teaching hours conducted face-to-face and a portion of the teaching hours conducted online by means of unibz's Moodle platform.

() Intensive Courses**

Intensive language courses consist of a maximum of 40 hours of instruction per week: 40 hours during 1-week courses, 80 hours during 2-week courses, and 120 hours during 3-week courses. Intensive courses meet for between 4 and 8 hours each day. Language teachers are expected to hold lesson for the entire number of daily hours assigned to their course (8 hours per day for 8-hour courses, 6 hours per day for 6-hour courses, and 4 hours per day for 4-hour courses).

Intensive courses for professors and researchers typically consist of 40 hours of instruction over two weeks (4 hours per day).

In order to guarantee the offering of all courses, 8-hour courses may be assigned to two teachers available for 4 hours per day, only in the event that an insufficient number of teachers are available to teach for 8 hours per day. There are three intensive course sessions per year (which coincide with the breaks before, between, and after semesters): These sessions occur in September, February, and July, respectively.

(*) Extensive Courses**

Extensive courses vary in duration from 30 to 50 hours of instruction per semester (2, 4, 6, or 8 hours per week). In order to improve the productive skills of students, also speaking and writing courses may be offered as extensive courses for the levels B1, B2, and C1 and with a variable number of teaching hours.

(**) Language Proficiency Exams**

The Language Centre offers language proficiency exams for applicants, current students, professors, researchers and administrative staff. The Language Centre is also an accredited examination center for a range of international language certificates. The Testing and Certification Unit at the Language Centre relies upon nominated exam commissions for the organization of both the internal language proficiency exams and the international language certificates (e.g., Cambridge ESOL and CELI). These commissions are nominated with Rector's decree, based on the order of the ranking list of eligible teachers and the possession of the requisites specified in Para. 1) of the present announcement.

The **internal language proficiency exams** offered by unibz, which certify the levels B1, B2, and C1, respectively, test all four language skills: reading, listening, writing, and speaking. All modules of the exam are computer-based. A previous oral exam format for the levels B2+ and C1 for students who matriculated prior to the academic year 2016/17 is assessed by a face-to-face commission. In all cases, the nominated exam commissions assess the written and oral productions of the candidates on the basis of standardized scoring rubrics, instructions, and procedures provided by the Testing and Certification Unit.



Freie Universität Bozen
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Università Lìdia de Bulsan

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1) Contractual Duties and Obligations

Each teaching contract requires the fulfilment of the following duties and obligations:

- Assigned teaching duties (remunerative *ad hoc* employment);
- All work associated with course assessment (including defining course assessment procedures, preparing and assigning assessment tasks, marking assessment tasks, and providing course participants with constructive feedback) (nonremunerative *ad hoc* duty);
- Attendance of meetings organized by the Director of the Language Centre and/or by the Language Coordinators as well as participation in teacher training activities organized by the Language Centre (nonremunerative *ad hoc* participation).

Assignments as language proficiency examiners for the internal language proficiency exams organized by the Language Centre for the levels B1, B2, and C1 (remunerative *ad hoc* employment) require the compulsory attendance of an initial training workshop organized by the Testing and Certification Unit, as well as occasional refresher workshops (nonremunerative *ad hoc* participation) organized during the three-year validity of the ranking list.

Assignments as language proficiency examiners for external language certificates (remunerative *ad hoc* employment) are conditioned upon the possession of up-to-date certification issued by the respective exam board.

2) Minimum Requirements for Participation in the Selection Procedure

Applicants may participate in the selection procedure if they are in possession of:

- A *laurea triennale* (bachelor) or *diploma universitario triennale* (*vecchio ordinamento*), or
- A *laurea magistrale/specialistica*, or
- A *laurea quadriennale secondo vecchio ordinamento*, or
- A foreign academic title equivalent to any of the aforementioned;

And have experience teaching English as a foreign or second language to adults at universities, other public or private institutions, and/or at upper secondary schools in Italy or abroad.

3) Procedures and Deadlines for Submitting Applications

The application must be completed on computer, using "Attachment A", and submitted to the following address no later than **12:00 (noon)** on the closing date of **20 May 2019**:

Libera Università di Bolzano
Centro linguistico
Attn: Francesca Nardin
Piazza Univesità 1
39100 Bolzano

The date and time at which the application is received by the Language Centre (verified by date and time entry stamp) are the date and time which are taken into consideration in determining whether an application can be accepted.

The application (see Attachment A) may be submitted in the following manners:

- a) By **submitting the application at the Language Centre** (office A4.25) on the Bozen-Bolzano campus Monday to Friday from 9:00 to 12:00;
- b) By sending the application **via standard post** (the postmark will not be taken into consideration for the purpose of the submission deadline);
- c) By sending the application **via certified electronic email** ("PEC") to the following email address: language.centre@pec.unibz.it;
- d) By sending the application **via standard email** to the following email address: recruitment_languagecentre@unibz.it.

A copy of a valid identity document (identity card, passport, driving license) must be attached to the application, otherwise the applicant will be excluded from the selection procedure.

The envelope containing the application, or the subject line of the email to which the application documents are attached, must contain the notice: "Application for the Selection Procedure for English Language Courses and Exams at the Language Centre".

Applications received after the deadline indicated above will not be accepted.

4) Documents Which Must Be Submitted with the Application

The applicant must attach the following documents with the application:

- a) A Copy of a valid identity document, and, if he/she is in the possession of such, a fiscal code card;
- b) A detailed lesson plan for a four-hour lesson as part of a C1-level English as a foreign language course intended for university students. The lesson must be designed to teach a specific writing skill or a specific written genre and must integrate authentic materials with sources indicated and employ customized teaching/learning activities which have not been excerpted from an English language textbook. The lesson plan should, ideally, not exceed two full pages. The Lesson Plan must be written in English. All learning/teaching materials to be provided to students during the lesson, such as handouts and visual aids, must be attached to the submitted lesson plan. Videos, audio clips, and web content should be included as hyperlinks only. The lesson plan and all learning/teaching materials should be submitted as a single document or file.

The qualifications ("titoli") specified in Para. 2) of the present announcement and all other qualifications, facts, and states specified in Para. 6) of the present announcement must be submitted by completing Attachment A, which serves as a declaration in lieu of a sworn affidavit as per Art. 47 of D.P.R. no. 445 of 28 December 2000 and as a declaration in lieu of certificates as per Art. 46 of D.P.R. no. 445 of 28 December 2000.

Unibz can neither accept nor request documents issued by Italian public administrations or institutions. All such documents which are attached to the application shall not be taken into consideration for the purpose of the selection procedure.

Italian citizens and citizens of EU member states may use Attachment A to self-declare all qualifications ("titoli"), facts, and states.

Non-EU citizens may use Attachment A to self-declare only those qualifications ("titoli"), states, facts and personal qualities which may be verified by Italian public institutions. In all other instances, non-EU citizens must also produce original or certified copies of documents issued by the Italian or foreign private institution or foreign public authority responsible for awarding or verifying the respective qualification ("titolo"), fact, state, or personal quality.

All states, facts, and personal qualities which have been self-declared by the applicant shall be accepted as true without prejudice to the right of unibz to verify the veracity of declarations made in Attachment A by means of standard controls (also random controls).

In the event that a declaration is found to be fraudulent, the applicant will be excluded from the selection procedure and/or the ranking list and the applicant shall be reported to the authorities in accordance with the Penal Code and the specific laws governing such offenses, as well as the provisions recalled by Art. 76 of D.P.R. no 445 of 28 December 2000.

Applicants are not permitted to reference documents or publications which have already been presented to unibz or other institutions in the past.

The applicant agrees to submit all information reported in Attachment A in the original language, including the titles of academic degrees, of employers, of works published, of training courses attended, of certifications acquired, etc. The applicant must include (in the space provided at the bottom of Attachment A) an English translation of all information submitted in a language other than Italian, German, or English.

Unibz accepts no responsibility for applications which fail to reach their destination owing to third-party error or technical issues which prevent their receipt.

Unibz accepts no responsibility for cases in which the applicants are unreachable or in which communications are undeliverable due to incorrect or incomplete contact information, untimely notification, or a failure to notify on the part of the candidate regarding a change of address.

Unibz accepts no responsibility for lost mail, whether the result of third-party error, or whether attributable to mishaps or to force majeure, in so far as the cause can in no way be ascribable to unibz. Unibz accepts no blame when the return receipt verifying delivery of an application, other documents, or other communications related to the selection procedure fail to arrive.

If the applicant's mailing address differs from that of his/her place of residence, unibz is exempt from responsibility should a registered letter with return receipt fail to reach the applicant because it has been delivered to the destination which the applicant has specified as his/her mailing address during the selection procedure.

5) Cases in which Applications Will Be Rejected

All applicants are admitted to participate in the selection procedure on a conditional basis. The exclusion of applicants from the selection procedure can therefore be justified by Rector's decree in the following instances:

- a) An application is not signed by the applicant;
- b) An application is not completed on computer;
- c) An application is not received by the aforementioned deadline;
- d) An application is received without an attached photocopy of a valid identity document (identity card, passport, driver's license);

- e) An application is submitted by an applicant who does not possess the minimum requirements to participate in the selection procedure;
- f) An application is submitted by an applicant who is a blood relative or relative by marriage (through the fourth degree) of the Rector, the Managing Director, or a member of the University Council of unibz;
- g) An application is received from an applicant who has reported a criminal conviction or has reported a pending criminal proceeding;
- h) A non-EU citizen applicant has failed to declare the possession of a minimum requirement specified in Para. 2) of the present announcement in accordance with the instructions for Non-EU Citizens specified in Para. 4).

6) Selection Process, Evaluation Criteria, and Preferred Qualifications

The evaluation of the applicants will be based on the submitted documentation of relevant qualifications ("titoli"). The "Lesson Plan", described in Para. 4), point b) of this announcement, shall be considered a documentation of a qualification for the purposes of this selection procedure. Only certificates and documents which have been issued or prepared by the aforementioned application submission deadline will be evaluated.

Evaluation Criteria (maximum of 120 points)

- a) Academic degrees, teaching qualifications, and professional development = maximum of 30 points
- b) Publications and conference presentations = maximum of 10 points
- c) Relevant teaching experience = maximum of 40 points
- d) Experience as a language proficiency examiner (exam commissions and certifications as an English language proficiency examiner) = maximum of 10 points
- e) Evaluation of the "Lesson Plan" = maximum of 30 points

a) Academic Degrees, Teaching Qualifications, and Professional Development = Maximum of 30

First-, second-, and third-cycle university degrees; post-graduate certificates and teaching qualifications; and professional development of relevance to teaching English as a second or foreign language to adults:

- *Laurea triennale, diploma universitario triennale secondo vecchio ordinamento*, or foreign equivalent (e.g., Bachelor of Arts) of relevance to teaching English as a second or foreign language to adults = maximum of 5 points each (maximum of two degrees counted);
- *Laurea specialistica/magistrale* or foreign equivalent (e.g., Master of Arts) of relevance to teaching English as a second or foreign language to adults = maximum of 10 points each (maximum of two degrees counted);
- *Laurea quadriennale secondo vecchio ordinamento* or foreign equivalent of relevance to teaching English as a second or foreign language to adults = maximum of 12 points each (maximum of two degrees counted);

- Post-graduate certificates (e.g., *master di I e II livello*, *corsi di perfezionamento* or foreign equivalents) and teaching qualifications (e.g., DELTA, CELTA, or equivalents) of relevance to teaching English as a second or foreign language to adults offered by universities or other institutions accredited by the respective national authorities = maximum of 10 points total;
- *Dottorato di ricerca* or foreign equivalent (e.g., PhD) of relevance to teaching English as a second or foreign language to adults = maximum of 20 points each, in other humanistic disciplines = maximum of 10 points each (maximum of two degrees counted);
- Other training courses, seminars, workshops, and conferences of relevance to teaching English as a second or foreign language to adults completed **within the last 10 years** = maximum of 10 points total.

b) Publications and Conference Presentations of Relevance to Teaching English as a Second or Foreign Language to Adults = Maximum of 10 Points

- Monographs* = maximum of 5 points each;
- Course books = maximum of 3 points each;
- Edited issues or volumes = maximum of 2 points each;
- Peer reviewed articles = maximum of 2 points each;
- Chapters in a book or conference proceedings = maximum of 1 point each;
- Presentations at conferences and conventions = maximum of 0.5 point each.

*excluding published theses

c) Experience Teaching English as a Foreign or Second Language to Adults = Maximum of 40 Points

Experience teaching English **as a second or foreign language to adults within the last 10 years:**

- Experience teaching adults at Italian or foreign universities = maximum of 40 points (40 hours of instruction = 1 point);
- Experience teaching adults at other public and private institutions and *scuole secondarie di II grado* (or foreign equivalents) = maximum of 10 points (40 hours of instruction = 0.5 point);
- Experience as a teacher trainer for teachers of English as a second or foreign language = maximum of 5 points (8 hours of training = 1 point).

d) Experience as a Language Proficiency Examiner = Maximum of 10 Points

- Experience as a language proficiency examiner for the English language within the last 5 years for exams currently recognized by unibz (see Attachment B), including exams offered by other university language centers in Italy or abroad, excluding experiences invigilating and administering exams = 0.5 point for each 10 hours of experience as an official examiner;
- Active status as an official examiner for English language proficiency exams currently recognized by unibz (see Attachment B) (certification as an examiner for more than one exam offered by the same exam board are not cumulative) = 3 points per exam board.

e) Evaluation of the "Lesson Plan" = Maximum of 30 Points

- The Lesson Plan must be prepared and submitted according to the instructions specified in Para. 4) of the present announcement: designed for a four-hour C1 university English lesson, focused on a specific written genre or writing skill, written in English, using authentic materials with sources indicated, with all teaching/and learning materials attached, and submitted as a single document/file. In the event that the commission finds that these conditions have not been met, the Lesson Plan shall not be evaluated, and no points shall be assigned.
- The Lesson Plan shall be evaluated based upon the appropriateness of the following given the stated level (C1) and the lesson's learning objectives: format and structure, teaching methods and learning activities, content.

The selection committee may further specify these selection criteria and the awarding of points for each, up to the indicated maximum, during its first meeting.

Applicants must obtain a minimum total score of 35/120 points in order to be eligible to be included in the ranking list.

A PhD in hand shall be considered a preferred qualification in the case that applicants obtain an equal cumulative score. In the event that two (or more) applicants have an equal cumulative score and both or neither have a PhD in hand, then the younger candidate (by date of birth) shall be ranked higher.

7) Selection Committee

The selection committee shall be composed of three members. The selection committee will be nominated by decree of the Rector of unibz, and will also be published digitally on the unibz website.

8) The Ranking List of Eligible Applicants

At the conclusion of the selection procedure, a ranking list of eligible applicants will be approved by decree of the Rector of unibz. The ranking list will be valid through 30 September 2022, and during the course of its validity, the ranking list may be utilized only for the express purpose of awarding the specific contracts defined in this announcement. In the event that an eligible candidate refuses an assignment or in the event that a teaching contract, or a contract for a language examiner, is terminated prematurely, the contract may be awarded to the next eligible applicant on the ranking list.

The decree of the Rector as well as the ranking list of eligible applicants will be published on the official notice board of the Language Centre as well as on the unibz website (in the section "Position Calls").

The publication of the ranking list serves as the only communication to the eligible applicants regarding the results of the selection procedure.

Applicants who have been excluded from the selection procedure in accordance with Para. 5) of the present announcement and applicants who have been deemed ineligible for inclusion in the ranking list at the conclusion of the selection procedure shall receive a notification sent to the

email address indicated by the applicant in Attachment A. Applicants who have been excluded or deemed ineligible must accept full responsibility for confirming the receipt of these notifications by sending an email to the Language Centre.

9) The Awarding of Teaching Contracts and Assignments as Language Proficiency Examiners

General Rules

The assignment of language courses and the nomination of language proficiency examiners occur on the basis of the order of eligible applicants in the published ranking list as well as the teachers' declared availability to teach or serve as an examiner, whereby the completion of the relevant availability form constitutes a precontractual obligation in order to be awarded a contract.

Both the request for the availability of teachers and the assignment of courses occur via email. The teachers on the published ranking lists of eligible applicants are responsible for communicating in a timely fashion any change to their preferred email address to the Language Centre (teaching.languagecentre@unibz.it).

In the event that a contract, for which the applicant has already declared his/her availability and which has already been awarded by the Language Centre, is refused by the applicant, or in the event that a contract is terminated prematurely by the applicant, in both cases without just cause*, the candidate will be permanently dismissed from the ranking list in force.

* Just causes for the refusal or premature termination of a teaching contract include instances in which it is impossible for the candidate to meet the stated contractual obligations. Examples include:

- Illness of the candidate or a family member;
- Need for physical assistance on the part of a family member;
- Employment in a full-time position.

In the event of a refusal or a premature termination of a contract on the part of the contracted teacher, the contracted teacher has no claim to any indemnity.

In the event the candidate is not a national of an EU member state, or a member of the EEA, he/she must produce, upon the signing of a contract, a valid residence permit (*permesso di soggiorno*) which will remain valid for the entire duration of the teaching contract.

In accordance with Legislative Decree no. 165 of 30 March 2001, art. 53, para. 7, public servants are not permitted to accept any kind of remunerated contract if this has not been expressly authorized in advance by the institution to which they are affiliated, except in cases of exemption expressly provided for by the law.

Unibz reserves the right to revoke any contract awarded to a teacher on the ranking list who has accepted a full-time position at another Public Administration without producing a "nullaosta" granted by that Public Administration.

Contracts awarded in accordance with the procedures outlined in this announcement in no case confer the right to tenure.

The awarding of teaching contracts and assignments as language proficiency examiners during the 2020/21 and 2021/22 academic years are contingent upon sufficient funds in the Language Centre budget as well as a positive evaluation of the eligible applicant's performance during the preceding academic year.

The performance evaluation will be conducted by a commission consisting of the Director of the Language Centre and the Language Coordinators for Italian, German, and English.

Performance evaluations shall be based upon course evaluations completed by course participants, course observations conducted by the Language Coordinators, generated by the head of the Testing and Certification Unit related to participation on exam commissions, and general monitoring of the fulfilment of contractual duties and obligations.

In the event of a negative evaluation, the candidate shall be permanently dismissed from the ranking list in force.

Rules Applicable to Teaching Contracts

Each language teacher whose name appears on the published ranking list may be assigned a maximum of 3 extensive courses per semester, except in cases in which no other language teacher on the ranking list is available to teach an activated course.

The activation of a course is contingent upon the following minimum number of registered course participants for each type of course:

- 4 registered unibz participants for modular courses;
- 4 registered unibz participants for group courses for unibz professors and researchers;
- 6 registered unibz participants for international exam preparation courses, for courses for unibz administrative staff, and for all other courses.

Occasional exceptions to the minimum number of registered participants may be approved by the Managing Director, if necessary to guarantee the satisfaction of language learning needs on the part of students, professors, and researchers.

10) Recusal (Incompatibilità)

Contracts specified in this announcement cannot be assigned to persons deemed "incompatibili" according to Art. 13 of Presidential Decree, no. 382 of 11 July 1980 and its subsequent amendments.

With the condition that the contract teacher can fully perform the contractual duties defined in this announcement, he/she may engage in other activities outside unibz in so far as they neither constitute a conflict of interest with his/her teaching assignment at unibz nor damage the reputation of unibz.

11) Remuneration

The gross remuneration for teaching contracts and assignments as language proficiency examiners as defined by this announcement are governed by the official pay scale ("Regolamento Tariffario per i docenti a contratto, i supervisori e responsabili di tirocinio e i collaboratori linguistici") which goes into force on 31 August of each academic year.

12) Legal Recourse

Applicants may lodge a formal appeal against the results of the selection procedure with the Regional Administrative Court of Law in Bozen-Bolzano within 60 days from publication date of the Rector's decree approving the ranking list of eligible applicants.

13) Data Protection Code

With reference to the provisions provided by Regulation (EU) 2016/679 of the European Parliament (GDPR), unibz, as the "Data Controller", shall process the personal data of each applicant for the exclusive purpose of the present selection procedure and for the subsequent awarding of contracts (see Attachment C, "Data Protection Code"). Upon the awarding of each contract, the language teacher shall be nominated as an external "Data Processor".

14) Publication of this Announcement

This announcement appears on the Language Centre's official notice board and is published on the unibz website in the section "Position Calls".

15) The Person in Charge of the Selection Procedure

In accordance with Law no. 241 of 7 August 1990, and all subsequent addendums and amendments, the person in charge of the selection procedure is: Francesca Nardin, piazza Università, 1, 39100 Bolzano – phone: +39 0471 012 401, email: francesca.nardin@unibz.it.

Bozen-Bolzano, 18.04.2019

A handwritten signature in black ink, which appears to read "Stefania Baroncelli", is centered on the page.

Prof. Stefania Baroncelli

Vice-Rector