



POLITECNICO
MILANO 1863

Index No. 2664 Reg. No. 54475

Dated 1 April 2020

Title I Class 3

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POLITECNICO DI MILANO

THE RECTOR

HAVING REGARD TO Italian Presidential Decree No 382 of 11.07.1980, "Reorganization of university teaching, related training level and organizational and educational experimentation", and subsequent amendments;

HAVING REGARD TO Law No. 168 of 09.05.1989, "Establishment of the Ministry of Universities and Scientific and Technological Research" and subsequent amendments;

HAVING REGARD TO Italian Law No 241 of 07.08.1990, 'New rules on administrative procedure and the right of access to administrative documents', and subsequent amendments;

HAVING REGARD TO Italian Law No 240 of 30.12.2010, 'Regulations on the organization of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system', and subsequent amendments, and in particular Art. 6 'Legal status of tenured professors and researchers';

HAVING REGARD TO Law no. 205 of 27.12.2017 'State budget for the 2018 financial year and multi-year budget for the 2018-2020 three-year period', and in particular Art. 1 - para. 629, which amended Arts. 6. 'Legal status of tenured professors and researchers' - paragraphs 14 and 8 'Revision of the economic treatment of university professors and researchers' of Law No. 240 of 30.12.2010;

HAVING REGARD TO the Statute of the Politecnico di Milano in force;

HAVING REGARD TO the General University Regulations in force;

HAVING REGARD TO the current Regulations for Administration, Finance and Accounting of Politecnico;

HAVING REGARD TO the current Code of Ethics and Conduct of Politecnico di Milano;

HAVING REGARD TO Rector's Decree No. 6360 of 18.09.2018 issuing the Regulations on self-certification and verification of the performance of teaching, student service and research activities by professors and researchers, pursuant to Art. 6, paragraphs 7 and 8, of Italian Law No 240 of 2010;

HAVING REGARD TO Rector's Decree No 963 of 09.11.2012 issuing the 'Regulations governing the procedure for the award of three-yearly salary increments to tenured professors and researchers at Politecnico di Milano, pursuant to Art. 6 of Law No 240 of 30.12.2010';

HAVING ACQUIRED the favourable opinions expressed by the Academic Senate and the Board of Governors, in their respective meetings of 23 and 31 March 2020, on the amendments made to the Rules governing the procedures for the award of three-yearly salary increments to tenured professors and researchers of Politecnico di Milano, pursuant to art. 6 of Law no. 240 of 30.12.2010, which changed its name to Regulations governing the procedures for the award of two-yearly salary increments to tenured professors and researchers of Politecnico di Milano, pursuant to art. 6 of Law no. 240 of 30.12.2010, in compliance with the provisions of the aforementioned Law no. 205 of 27.12.2017;

HEREBY DECREES

Art. 1

1) to change, for all the reasons mentioned in the introduction, the name of the Regulations governing the procedures for the awarding of the three-yearly salary increments to tenured professors and researchers of Politecnico di Milano pursuant to art. 6 of Law no. 240 of 30.12.2010, issued with

of 03.03.2016, into Regulations governing the procedures for the awarding of the two-yearly salary increments to tenured professors and researchers of Politecnico di Milano pursuant to art. 6 of Law no. 240 of 30.12.2010, and to amend the text of said Regulations as described below, with the text here below forming an integral part of this Decree.

2) The amendments are marked in ***bold italics***.

REGULATION GOVERNING THE PROCEDURES FOR THE AWARD OF TWO-YEARLY SALARY INCREMENTS TO TENURED PROFESSORS AND RESEARCHERS OF POLITECNICO DI MILANO PURSUANT TO ART. 6 OF LAW NO 240 OF 30.12.2010

Art. 1

Subject Matter

- 1) These Regulations govern, in accordance with Art. 6 of Law 240 of 30.12.2010 and subsequent amendments, the procedures for the evaluation of the overall teaching, research and management commitment of full- and part-time tenured professors and researchers at Politecnico di Milano, aimed at the awarding of the **two-year** salary increment referred to in Art. 8 of Law 240/2010.
- 2) In these Regulations, professors and researchers means tenured professors and researchers.

Art. 2

How to submit the two-yearly report

- 1) At the end of the **two-year** period of actual service to be considered for the awarding of the salary increment, the Administration of Politecnico di Milano shall send an appropriate communication to the eligible professors and researchers.
- 2) Eligible professors and researchers submit their **two-yearly** report and application for the award of the **two-yearly** salary increment using the special procedure.

Art. 3

Assessment Board

- 1) The Board of Governors resolves each year on the institution of an, on the Rector's proposal, after consulting the Academic Senate. The Assessment Board is composed of three **full professors** chosen from among those who cannot apply for the **two-yearly** salary increment in the year the Assessment Board of which they are members is in office.
- 2) Assessment Board members shall not receive any remuneration from the public finance.
- 3) The Board operates validly when all its members are present.
- 4) The Board shall assess:
 - the teaching activity, based on the certificates attesting to the fulfilment of the teaching commitment validated by the Administration;
 - **the research activity, based on the list of products available on the IRIS platform for the two-year period at issue, to be acquired from the Administration;**
 - **of management activities, based on the attendance rates (to be acquired from the Administration) at the collegial bodies as per Art. 4 below**
- 5) **At the end of its work, the Board shall make a judgement on the opportunity of awarding the salary increment, drawing up the minutes and using a special procedure.**
- 6) The proceedings of the Assessment Board shall be approved by Rectoral Decree.
- 7) Salary increments shall be awarded by **order** of the General Director.

Art. 4

Assessment Criteria

- 1) The teaching, research and management activities actually performed shall be assessed for the purposes of awarding the salary increment.
- 2) **The teaching activity assessment has a positive outcome when the following documents are available: declarations of fulfilment of the teaching commitment for the two academic years preceding the year of the possible the salary increment, duly validated by the Head of the relevant Department, and the lecture registers of the courses held in the same period, duly validated by the President.**
- 3) **The research activity assessment has a positive outcome where in the two calendar years preceding the year the year of the possible salary increment, the professor has entered into IRIS at least two products of one of the following types:**

- LA 'Scientific Books with ISBN';
- CL 'Papers in scientific books with ISBN';
- RV 'Articles in journals'
- CV 'Conference Proceedings'
- BV 'Patents'
- PR 'Projects'

In the case the professor or researcher has used maternity leave or sick leave exceeding 30 days or other leave of absence, the minimum number of products entered into IRIS to be considered for the assessment is 1.

- 4) *The management activity assessment has a positive outcome when the professor or researcher attended at least 50% of Department Board meetings. The assessment is always positive for the Rector, Executive Vice-Rector, Delegate Executive Vice-Rector, Campus Vice-Rectors and Polo Vice-Rectors and Deans. Any maternity leave or sick leave exceeding 30 days or other leave of absence or long institutional trips authorised by the Department Board, shall not be considered in calculating the percentage for the assessment. The assessment has a positive outcome when all the conditions set out in paragraphs 2, 3 and 4 above are met.*
- 5) *Professors and researchers who have not submitted their **two-yearly** report within 12 months of the date they become entitled to a possible salary increment, or who have received a negative assessment, may not apply for the salary increment until at least one other year has elapsed.*
- 6) *In the event of leave of absence for any reason whatsoever, with the exception of the various types of unpaid leave, assessment of the teaching activity shall not consider the regular **two-year** as it shall only consider the period of actual service, provided it is equal to or longer than **8** months.*
- 7) *In the event of leave of absence for any reason whatsoever, assessment of the teaching activity shall not consider the regular **two-year** as it shall only consider the period of actual service, provided it is equal to or longer than **16** months.*
- 8) *Three-yearly increments that are not awarded shall be transferred to the University Fund for bonuses as per Article 9 of Law 240/2010.*

Art. 5

Exclusion Criteria and Review Procedures

- 1) *Persons who have been subject to disciplinary measures for breach of the Code of Ethics and Conduct of Politecnico di Milano in the two-year period preceding the possible salary increment shall not be assessed.*
- 2) *A review may be requested by submitting an application to the Board, provided that the criteria set out in Art. 4 are met, giving comprehensive and documented reasons.*

Art. 6

Transitional and Final Provisions

- 1) *These Regulations shall enter into force on 1 May 2020 and shall be published on the University website.*
- 2) *These Regulations shall apply starting from the salary level following the three-year salary increment to be achieved on 31 December 2017 and shall have financial effect from the year 2020.*
- 3) *The previous Regulations, issued by Rectoral Decree No. 963 of 03.03.2016, shall remain in force for all those who have yet to complete the three-year period required for the salary increment.*
- 4) *Until the attendance rate certification system mentioned in para. 4 of Art. 4 is implemented, and maximum until 1 September 2020, the assessment shall be considered positive when the conditions set out in paragraphs 2 and 3 are met.*

THE RECTOR
Professor Ferruccio Resta

Digitally signed in accordance with the eGovernment Code.