



**UNIVERSITÀ  
DI SIENA  
1240**

UFFICIO CONCORSI

**SELECTION PROCEDURE TO RECRUIT 1 ASSOCIATE PROFESSOR BY CALL FOR APPLICATIONS PURSUANT TO ART. 18 CO. 1  
- LAW N. 240 OF 30 DECEMBER 2010 AND REGULATION FOR THE RECRUITMENT OF FIRST AND SECOND LEVEL LECTURERS  
- ABSTRACT**

**ART. 1 – ASSESSMENT PROCEDURE**

**DEPARTMENT OF BIOTECNOLOGIE MEDICHE**

**N. 1 POSITION**

**S.S.D. MEDS-15/B** Maxillofacial surgery

**G.S.D. 06/MEDS-15** Neurosurgery and maxillofacial surgery

**Maximum of scientific publications to submit: 15**

**Specific research functions**

The research activity covered by this call must be relevant to the field of maxillofacial surgery and focused on the development of reconstructive techniques involving autologous transplantation.

**Specific teaching functions**

The successful candidate will be required to carry out teaching and training activities in the management of cranio-maxillofacial pathologies, both within master's degree programs and postgraduate courses. In addition, the appointee will be expected to take an active role in the training of residents in Maxillofacial Surgery at the University of Siena, including through the organization of cadaver labs.

**Specific assistance functions** (specialization in in Maxillofacial Surgery)

The successful candidate will be required to demonstrate organizational skills in the clinical management of maxillofacial oncological pathologies, with particular reference to reconstructive, anatomical, and functional aspects. Proven expertise in microsurgical reconstructive techniques for the transfer of all tissue types is required.

**ART. 2 – REQUIREMENTS FOR ADMISSION TO THE PROCEDURE**

The procedure is open to the following candidates:

- a) candidates who they have received a national scientific qualification for the academic recruitment field or one of the academic recruitment fields included in the same group of academic recruitment fields, and for the position advertised in this call;
- b) those who have received positive judgments for the position advertised in this call, only for the period of validity of the judgment;
- c) professors who are already employed in other Universities at the level of professorship corresponding to that advertised in this call;
- d) scholars who are permanently employed in research or teaching activities at university level outside Italy in positions which are equivalent to those advertised in this call, according to the equivalence tables defined by the Ministry of Education, Universities and Research.



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Candidates who, on the date of submission of the application, even if citizens of countries not belonging to the European Community, are in possession of the School of Medical Specialization Diploma and registered with the Surgeons and Dentists National Association (Ordine dei medici chirurghi e odontoiatri), are eligible to participate in the aforementioned evaluation procedure.

1. The procedure is not open to anyone who:
  - a) has a degree of kinship or affinity, up to and including the fourth degree, with a professor from the Department for which the call is issued, or with the Rector, the General Manager or a member of the University Council. Neither is the procedure open to anyone who has a significant ongoing business relationship with any of the aforementioned individuals;
  - b) does not enjoy civil and political rights;
  - c) has been dismissed or released from a post with the Public Administration or for whom State employment has lapsed pursuant to Presidential Decree 3/1957.
2. It's necessary to pay 20€, within the term stated in art. 3 co. 1, as a contribution to cover the cost of the Recruitment Process, to complete the application. The payment must be made through PagoPA, following the indications of the platform while the application is being completed. It is recommended to complete and send the application in advance of the deadline. The contribution paid will not be reimbursed in the event of withdrawal of the application or exclusion. If candidates want to resubmit their application - by the deadline for the call - the payment remains valid and can be associated with the last application submitted.
3. Candidates must be in possession of the requirements for admission to the selection procedure by the deadline of this call.
4. All candidates are admitted to the selection procedure conditionally, reserving the right to verify that they meet the requirements for admission to the selection procedure. The administration can, at any time and with justifiable reason, exclude candidates who fail to meet the selection requirements.

### **Art. 3 - PRESENTATION OF THE APPLICATION**

1. Applications for admission to the procedures and the documents indicated below, in pdf (size limit: 30 MB for every single PDF file), must be lodged by using the application <https://pica.cineca.it/unisi>. The application must be submitted on line no later than 30 days after the date of publication of the notice for this call for applications in the Official Journal of the Italian Republic (Gazzetta Ufficiale).

For technical issue related to the PICA application contact the technical support on the bottom of the page link <https://pica.cineca.it/unisi>

2. The applicant will receive an e-mail after the successful submission of the application, including a confirmation and an ID number. The applicant will be able to check her/his successful submission and its recording in the register by logging into PICA.

The Administration declines all responsibility for applications not received (successfully submitted as specified above) due to negligence or error of third parties.

3. The following documents must be included with the application:



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- a signed and dated curriculum vitae containing a list of the candidate's qualifications, scientific publications and other activities specifying the periods of involuntary removal from the research activity, with particular reference to parental functions;
- the publications the candidate intends to submit for evaluation (maximum number indicated in art. 1) by the Board. Only the publications attached to the application will be evaluated by the Commission;
- copy of a valid identity document.

4. The applicant will have to declare pursuant to articles 46 and 47 of Presidential Decree no. 445/2000 certifying the truth of all data contained in the application.

5. The applicant furthermore declare that:

- to have no criminal convictions;
- to have no criminal proceedings in progress;
- to be registered on the electoral roll;
- to enjoy civil and political rights in state of citizenship/origin;
- to have not been dismissed for disciplinary reasons, removed or released from a job in a public administration due to persistently inadequate performance, or lost a civil service job having obtained it by producing false documents that cannot be rectified;
- to do not have a relationship or affinity up to and including the fourth degree with a professor belonging to the Department or the structure proposing the activation of the contract, or with the Rector, the General Manager or a member of the University Council;
- to be perfectly aware that the Commission will be appointed by decree of the Rector published, with the validity of notification, on the online Bulletin Board ("Albo on line") and on the University of Siena website;
- to be perfectly aware that the criteria established by the Commission and the list of eligible applicants, identified by id number, will be published, with the validity of notification, on the online Bulletin Board (Albo on line) and on the University of Siena website;
- to be perfectly aware that should a job interview be scheduled (with the aim of assessing scientific qualification, language skills and, if required, a teaching test), the place, date and time of the interview will be published, with the validity of notification, on the online Bulletin Board (Albo on line) and on the University of Siena website at least 20 days prior to the set date. The absence of the candidate (including in video conferencing) will be considered as a renunciation of the selection, whatever the cause;
- to be perfectly aware that the Decree of Approval (Approvazione atti), will be published, with the validity of notification, on the online Bulletin Board (Albo on line) and on the University of Siena website;
- to be perfectly aware that every change of residence and/or contact number and/or email address must be promptly notified to the Competition Office (Ufficio concorsi: [concorsi@unisi.it](mailto:concorsi@unisi.it)).

It is important to highlight that non-Italian applicants will have to declare to have adequate knowledge of the Italian language.



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6. Publications must be submitted in the original language which, if other than Italian, English, French, German and Spanish, must be translated into one of said languages. The translated texts must be submitted as a certified true typed copy as required by current regulations.
7. Documents written in a language other than Italian, English, French, German and Spanish, must be accompanied by an Italian translation, certified as true to the original text by the competent diplomatic or consular representation, or by an official translator.

### **Art. 4 – EVALUATION BOARD**

1. The Evaluation Board is appointed from candidates proposed by individual Departments and in observance of the Code of Ethics, by Rectoral Decree no later than 60 days after the deadline for applications.
2. The Board is composed of three first-level professors (“prima fascia” or equivalent role in the case of components from foreign universities), belonging to the academic recruitment field or to an academic discipline in the same group of academic recruitment fields. At least two members of the Board must be from outside the University of Siena.
3. The appointment decree is published on the official University noticeboard and on the web page dedicated to the competition procedure.

No later than 7 days after the Board's appointment, candidates can dispute the Board members, indicating their reasons. The Rector decides the dispute. The Rector's decision is promptly communicated to the candidate.

### **Art. 5 – SELECTION OF CANDIDATES**

1. The Board is governed by the general assessment criteria determined by the Academic Senate. The Board also observes the specific functions established by the Department and detailed in part I (art.1).
2. At its first meeting, the Board sets the general criteria and specific evaluation methods and procedures.
3. The criteria and methods are published on the web page dedicated to the competition procedure.

### **Art. 6 - PROCESSING OF PERSONAL DATA AND PERSON RESPONSIBLE FOR THE PROCEDURE**

1. We hereby inform that the University of Siena will process the personal data provided by candidates in their application or communicated by candidates with application supplements. Data will be processed, in compliance with EU Regulation 2016/679 on the protection of personal data, for the purposes of selection procedure, possible assignment of job or employment, final ranking list (where foreseen in the competition notice).
2. The information note on processing of personal data is available at: <https://www.unisi.it/ateneo/adempimenti/privacy>
3. For the purposes envisaged by Law no. 241/7.8.1990, the Person Responsible for the Procedure of the present competition is the Head of the Ufficio concorsi of this university ([concorsi@unisi.it](mailto:concorsi@unisi.it)).



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4. For all matters not explicitly mentioned in the present call, see the regulations on competitions, in particular the Regulation for Recruitment of First and Second Level Lecturers, Rector's Decree. no. 1110 dated 21 July 2014 and subsequent amendments.

Siena, date digital signature

The Rector  
Roberto Di Pietra

Endorsement  
The General Director  
Beatrice Sassi

Endorsement  
The Procedure Manager  
Natale Cicenìa