

LUISS



Regulations on the internal mobility of tenured professors at Luiss Guido Carli

(further to a proposal adopted by the Academic Senate at its sitting on 21 June 2022
and approved by the Executive Committee at its meeting on 13 July 2022)



Article 1

Subject Matter

These Regulations govern the internal mobility procedure (transfer of affiliation from one department to another) of tenured professors (associate and full professors, with the exclusion of fixed-term full professors (*professori straordinari*) pursuant to Article 1(12) of Law 230/2005 and professors pursuant to Article 6(11) of Law 240/2010) of Luiss Guido Carli).

Article 2

Scope of Application

Internal mobility is permitted for first-level and second-level professors and does not involve a change in the applicant professor's classification for academic recruitment field (*settore concorsuale*) and academic discipline field (*settore scientifico-disciplinare*) purposes.

Article 3

Requirements

Professors may apply for internal mobility no earlier than, as a rule, five calendar years after taking up in their current position at the department with which they are presently affiliated (also referred to as the department of origin). Tenured professors in their last three years of service are not eligible to apply for transfer to another department.

Article 4

Method of Submission of Applications

Applications for internal mobility must specify the department to which it is intended to transfer and be submitted to the Rector by 28 February of each year. The application must be copied for information purposes to the department with which the professor is presently affiliated and the department of destination that the professor wishes to transfer to, using the appropriate template made available on the faculty intranet.

The applicant must attach the following to the application:

- curriculum vitae;
- list of qualifications and publications held as at the date of the application.

The department of destination to which the professor wishes to transfer may request additional documentation from the applicant.

Article 5

Application Assessment Criteria and Decision-Making Process

The Rector must give prior consent to the application for internal mobility, having consulted with the head of the department of origin and having verified the objectives and resource planning set forth in the University's Strategic Plan. In the event that consent is denied for the application for internal mobility, the Rector will formally notify the applicant professor and give reasons therefor.

After receiving the Rector's prior consent, the Department Council of the department of destination, assesses the request for internal mobility, also taking into account the academic, teaching and organizational



implications that the transfer would entail, consistency with the objectives and resource planning set forth in the department's own strategic plan. The Department Council also evaluates the consistency of the applicant professor's academic discipline field with its own needs.

The Departmental Council of the department of destination may, on foot of a resolution stating adequate reasons therefor, accept or reject the application for internal mobility and notify the Rector of its decision. If the application for internal mobility is rejected, the Rector will formally notify the applicant professor and give adequate reasons therefor.

If the application for internal mobility is granted, the Rector, after consultation with the Academic Senate, proposes that the Executive Committee adopt a resolution authorizing the transfer in question.

Transfer by internal mobility is formalized by decree of the Rector, normally with effect from 1 September of the following academic year. However, the professor to be transferred must maintain his or her approved teaching commitments, if any, until the end of the academic year in which the transfer takes effect.

Article 6

Transfer of Research Funds

Research funds held by the professor concerned remain in his or her possession also after the transfer.

Article 7

Kinship Restrictions

An application for transfer by way of internal mobility may not be submitted by professors who are related, by blood or marriage up to the fourth degree inclusive, to a professor affiliated with the department of destination.

Article 8

Final Provisions

These Regulations shall enter into force on the day following the date of the Rectoral Decree issuing them.

LUISS



To the Rector

To the head of department of

To the head of department of

To Academic Staff Human Resources

I, the undersigned _____

Full Professor

Associate Professor

in the academic discipline field (**settore scientifico-disciplinare**) _____

currently serving at the Department of _____

REQUEST

the transfer, by way of internal mobility, to the Department of _____
for the following reasons:

TO THIS END I DECLARE.

- that at least five calendar years have elapsed since I took up my current position with the department that I am presently affiliated with;
- that I am not in my final three years of service;
- that I undertake to maintain my approved teaching commitments, if any, until the end of the academic year in which the transfer takes effect.

I attach:

- my curriculum vitae;
- a list of qualifications and publications held as at the date of this application.

Rome,

Respectfully yours

LUISS



Prior **clearance** from the Rector, after consulting the head of department of origin.

Rome,

The Rector

Denial by the Rector, after consulting the head of department of affiliation

Reasons

Rome,

The Rector
