



Regulation of the Recruitment Committee (RC)^{1,2}

This Regulation governs the organization and activity of the Recruitment Committee (RC) of the Department of Veterinary Medicine (DIMEVET).

Article 1 – Aims and functions

1.1 The RC is responsible to outline the strategic development of the teaching, research, technical and administrative staff of DIMEVET in agreement with the peculiar departmental activities related to teaching, research, animal care and third mission.

According to the strategic guidelines of the University of Milan and DIMEVET, the RC assesses and suggests a plan for the recruitment of academic teaching positions in order to pursue a positive and synergic development of its activities, to fulfil the departmental mission and, as a consequence, to reach excellence.

The role of the RC is to gather information, discuss and put forward proposals.

1.2 The RC has the following specific duties:

- suggesting the recruitment criteria for the following positions: academic teachers, researchers type A, post-docs type A;
- monitoring the needs related to the teaching, research, animal care and third mission activities of the scientific sectors within DIMEVET;
- suggesting the recruitment plan for the following positions: full professor, associate professor, researcher type B;
- suggesting the allocation of resources to appoint researcher type A and post-doc positions type A;
- suggesting the recruitment plan for the technical staff engaged in administrative and scientific activities.

1.3 The RC acts in accordance with the UniMI guidelines about the allocation of resources, the UniMI and DIMEVET Quality Assurance (QA) System, as well as with the relevant national laws.

1.4 The RC acts in agreement with the rules described in art. 2 and 3 of the DIMEVET Regulation related to the departmental founding principles and mission.

Article 2 – Composition and appointment

2.1 The RC is composed by DIMEVET members engaged in institutional roles and members belonging to the departmental scientific areas. The Director of Department is also entitled to join the meetings. The Departmental Council (DC), upon proposal of the Director, approves the RC composition.

The composition of the RC includes the following members:

- the Chairman (proposed by the Director of Department);
- the DIMEVET members elected as Coordinator of the teachers' board of the degree courses in which DIMEVET is involved;

¹ Approved by DC of DIMEVET on 27th April 2020.

² This regulation is subject to annual review.



- the Chairman of the DIMEVET Scientific and Research Committee;
 - the Head of the Clinic Veterinary and Animal Production Center (CCVZS), if DIMEVET member;
 - three members belonging to each one of the three departmental scientific areas: biology, clinic, animal production;
 - the DIMEVET Representative for Third Mission activity;
 - the Chairman of the QA Committee;
 - a member of the administrative staff, who takes on the role of secretary.
- 2.2 The RC serves a three-year term, usually corresponding to the Director's term.
- 2.3 If necessary, the RC can ask the opinion of independent experts in order to get advisory support; the RC may also invite the experts to join the meetings. Experts are required to maintain confidentiality, according to the information provided.

Article 3 – Operating rules

- 3.1 The RC meets regularly and at least every three months. Further meetings can take place upon request of the Chairman if required to provide the full documentation related to the recruitment plan according to the procedures and deadline given by UniMI. Further meetings can also be planned to discuss specific issues.
- 3.2 The invitation, including the agenda, is sent by e-mail at least 3 days before the meeting. If documents are associated to the agenda items, they will be sent in advance via e-mail or shared on a dedicated cloud computing environment.
- 3.3 The Chairman, the majority of the members and the Director of Department can all schedule extraordinary meetings without the three days in advance notice in case of proven urgency condition.
- 3.4 Each meeting needs to be attended by at least 50% of the members to be valid.
- 3.5 The meetings can be held also by teleconference or by similar systems.
- 3.6 The Committee takes its decisions collectively by relative majority.
- 3.7 The Secretary draws up a report (in accordance with SOP QA001 Annex 3) after each meeting; the report is published in a dedicated area of the DIMEVET website after approval of the RC members.
- 3.8 The approved official documents issued by the RC will be publicly disclosed, when required, through any kind of appropriate means.
- 3.9 The Committee may keep some documents confidential according to privacy rules; however, the documents may be made available, upon request, to the relevant parties.
- 3.10 The Chairman is committed to prepare an annual report concerning the RC activities; the report is reviewed and approved by the members and published in the DIMEVET website.

Article 4 – Members obligations

- 4.1 The Committee operates with maximum transparency. Its members are bound by confidentiality, and have to declare any conflict of interest.
- 4.2 Each member has the duty to proactively contribute to the activities of the Committee, both during the meetings and in carrying out the assigned activities. The Chairman may suggest to suspend or remove a member who violated committee rules.
- 4.3 If a member does not attend three consecutive meetings, the Chairman may ask for his suspension or removal.



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Article 5 – Final provisions

- 5.1 The present Regulations becomes effective the day after its official approval by the DIMEVET Departmental Council.
- 5.2 Amendments and/or updates to the present Regulation must be approved by the DIMEVET Departmental Council.