Department of Cultures, Politics and Society
University of Torino

Guide to the Department
This Guide provides useful information about the following aspects of the Department, each of which is covered in a separate section:

1. Governance
2. Teaching
3. Research and Third Mission
4. Internationalization
5. Communication
6. Info for faculty
7. Campus-wide offices
8. The Department’s technical/administrative staff
Departmental Council

Chaired by the Director

Members: Teaching faculty, representatives of the technical and administrative staff, of PhD students, of research fellows and of students enrolled in degree courses.

Attention! Attending the Council’s meetings takes precedence over any other engagement. Each absence must be justified by sending an email to direzione.cps@unito.it

Departmental Board

Chaired by the Director

Members: Deputy Directors for Teaching and Research; representatives of full, associate and assistant professors; representatives of the technical and administrative staff; representatives of PhD students, of research fellows and of students enrolled in degree courses.

Teaching Committee

Chaired by the Deputy Director for Teaching

Members: Presidents and Deputy Presidents of the degree courses (or their delegates), representatives of the technical and administrative staff, of students enrolled in degree courses, of research fellows and responsible for Quality Assurance.

Research Committee

Chaired by the Deputy Director for Research

Members: at least six members belonging to the teaching faculty and nominated by the Departmental Council; representatives of the technical and administrative staff, of the research fellows and of PhD students.
Degree courses & Presidents

Undergraduate

Intercultural Communication (COMINT)
  Simona Taliani

Social Innovation, Communication and New Technologies (ICT)
  Luca Console

International Development and Cooperation Studies (SISCO)
  Roberta Ricucci

Political and Social Sciences (SPS)
  Andrea Pritoni

Social Work (CLASS)
  Marilena Dellavalle

Strategic and Security Studies (SUISS)
  Gian Luca Pozzato
Things to know...

**Deadlines for faculty**
At the end of each semester, all faculty members are required to complete the lecture log by the deadlines announced by the university and the Teaching Office (failure to do so will negatively affect the Department’s regular funding and staffing allowances).

**Lecture log**

**Record of teaching activities**
At the end of each academic year, all faculty members are required to complete the record of teaching activities by the deadlines announced by the university and the Teaching Office (failure to do so will negatively affect the Department’s regular funding and staffing allowances).

**Personal webpage**
All information on faculty members’ personal webpages must be kept up to date at all times, CV included.
Attention! The personal webpages on the two sites are identical: updating information on one site will automatically update the information on the other.

**Updates**

**Degree course opportunities**
The Department provides funding to degree courses to support their activities. The President of each course is responsible for these funds.

**Departmental funds for degree courses**
People to contact...

Teaching and degree course support
- didattica.cle@unito.it
- corsistudio.cps.cle@unito.it

Masters’ and postgraduate courses
- altaformazione@unito.it

Final exams
- lauree.cle@unito.it

Job Placement
- job.cle@unito.it

Social work field education
- tirocinioclas.dcps@unito.it

Orientation
- orientamento.cle@unito.it

Student Services
- segreteriastudenti.cle@unito.it

Exam scheduling
- appelliesse3.scuolacle@unito.it

Classroom booking
- gipes@unito.it
As the university monitors PE initiatives, all faculty members are asked to update the records of their activities. All academic and technical/administrative staff can access PE records via the university portal’s “MyUnito” webpage.

All faculty members must ensure that their publications listed on the IRIS UniTo portal are up to date at all times: this is important for assessment by the university and the ministry.

All faculty members are required to enter the project proposals submitted for competitive funding programmes in the IRIS AP app. The SMART project has created a research and Third Mission management system which is integrated with the university’s other management platforms.
The Department provides new hires with 1,000 euros in funding to start their research work.

The Department provides its regular faculty members with a publication allowance:
- 500 euros for translation of articles (upon presentation of an abstract and the name of the journal to which the article will be submitted) and 1,000 euros for monographs (upon presentation of a publisher’s contract). Each faculty member may submit one or more applications up to a maximum of 1,000 euros for monographs and 500 euros for articles.

Research fellows are provided with an annual allowance to cover translation/publication/mission expenses. Each research fellow may draw up to 1,000 euros per year.
Faculty opportunities

Department research centres

The Department has established research centres, gathering colleagues with shared research interests. The Department assigns each centre with funding for which the coordinator is responsible.

Compagnia di San Paolo

The three-year agreement between the university and the bank Foundation Compagnia di San Paolo (CSP) is an innovative means of funding the university’s research. For more information, see https://www.unito.it/ricerca/finanziamenti-la-ricerca/ricerca-nazionale-e-regionale/progetti-finanziati-da-compagnia-san

Fondazione CRT

Each year, the bank Foundation CRT organizes two calls to fund research projects. The Department manages submission of applications by agreement with the university. In order to participate, each faculty member will receive a communication with the necessary information.

Local research funding

Each year, the university assigns local research funding to the departments, which then assign funding to faculty members (full, associate and assistant professors and research technicians) via an internal call for proposals.
Things to know ...

Participating in calls for proposals

Calls with a limit on the number of applications

To participate in calls where there is a limit on the number of applications that can be submitted by the university and/or the Department, it is necessary to consult the Deputy Director for Research and the campus-wide Research Office.

Assistance in submitting research proposals

The campus-wide Research Office provides support for submitting national, European and international research proposals. This support consists of:

- Fund raising
- Consulting
- Writing non-technical sections
- Proposal review
People to contact...

Campus-wide Research Office
ricerca.cle@unito.it

Campus-wide Budget Office
budget.cle@unito.it
Opportunities

Outgoing mobility for Faculty

Faculty members could ask for funds (maximum 1,000 Euros) for outgoing mobility (at least 30 days).

There are also international mobility programmes (e.g. Teaching Staff) managed by UniTO.

For students

Mobility thesis research abroad. Each year the Department funds opportunities for students to spend a period abroad for writing their thesis.
People to contact...

- Outgoing mobility for Faculty: ricerca.cle@unito.it
- Visiting Professor: international.cle@unito.it
- UniTO Outgoing mobility for Faculty: international.cle@unito.it
- Calls for Students: international.cle@unito.it
How to announce events

- **Department newsletter, website and Facebook page**
  To announce initiatives on the Department’s internal channels, write to comunicazione.cps@unito.it

- **Department teaching website**
  To announce initiatives on the Department’s teaching website, write to redazioneweb.cle@unito.it

- **UniTo Flash News and University Portal**
  To announce initiatives on UniTo Flash News, fill in this Form
  To request that news be posted on the university portal, write to redazioneweb@unito.it
Things to know ...

To organize an event

Contact the campus-wide Procurement Office (acquisto.cele@unito.it), and fill in the online purchase request https://www.unito.it/richiesta-di-acquisto-rda

Important! The request must be submitted at least 10 days in advance, as it must be authorized by the person in charge of funding, the Director of the Department and the administrative offices.

Booking hotels – restaurants – travel

Paying honoraria

Complete the forms available on the website, attaching the flyer for the event:
https://www.dcps.unito.it/do/documenti.pl/Show?id=7bad

InfoNews and University Portal

To announce initiatives on UniTo Flash News, fill in this Form

To request that news be posted on the university portal, write to redazioneweb@unito.it
Support to the Departments’ Institutional Activities
comunicazione.cps@unito.it

ICT and Web E-Learning Services
redazioneweb.cle@unito.it

Administration and Accounting
acquisti.cle@unito.it
compensi.cle@unito.it
Prior authorization from the Director of Department is required for all travel. Requests for authorization and reimbursement are made via the ESCO procedure [http://esco.unito.it/](http://esco.unito.it/).

Procedures must be approved by the Departmental Council. Material must be submitted by the deadlines established by the offices.

Research grant forms: [https://www.dcps.unito.it/do/documenti.pl/Show?_id=ds8g](https://www.dcps.unito.it/do/documenti.pl/Show?_id=ds8g)

Support appointments: [https://www.dcps.unito.it/do/documenti.pl/Show?_id=ba0f](https://www.dcps.unito.it/do/documenti.pl/Show?_id=ba0f)

Research appointments: ricerca.cle@unito.it; incarichi.cle@unito.it; budget.cle@unito.it

Teaching appointments: didattica.cle@unito.it; budget.cle@unito.it

To proceed with purchases of goods and services, fill in the online purchase request [https://www.unito.it/richiesta-di-acquisto-rda](https://www.unito.it/richiesta-di-acquisto-rda).

The request must be submitted in advance, as it must be authorized by the person in charge of funding, the Director of Department and the administrative offices.

A guide to entering into contracts, framework agreements and protocols of understanding is available on the Department’s website.

As the information provided in the guide cannot claim to be exhaustive, it is necessary in all cases to consult the administrative offices concerned.

Guide and contacts: [https://www.dcps.unito.it/do/avvisi.pl/Show?_id=svkt](https://www.dcps.unito.it/do/avvisi.pl/Show?_id=svkt)
Things to know ...

Info for faculty and researchers

Book orders

To request that the Norberto Bobbio Library purchase a book, click on the following link, enter your credentials and fill in the online form.


Norberto Bobbio Library resources

A wide range of resources at the Norberto Bobbio Library can be accessed.

Info and access: https://www.bibliotecabobbio.unito.it/it/risorse-informative

Workstations

The Director of Department assigns offices to incoming faculty. To request office equipment (PC + telephone + network printer connection), write to ict.cle@unito.it

To purchase computer equipment or software for research, contact the service desk https://askit.unito.it/servicedesk/customer/portal/34 and attach the response to the purchase request.
Things to know ...

Info for faculty and research fellows

Maintenance work and logistic services

To request office maintenance work (e.g., heating system) and/or logistic services, contact the campus-wide logistics office via the help desk https://hdedilog.unito.it/

Stationery and mail

For stationery and mail, contact third floor reception (D3 and D4)
Info for faculty and research fellows

Compensated outside employment

University regulations regarding compensated outside employment, specifying activities for which prior approval is and is not required: [link to regulations]

To download forms: [University intranet]

Submit requests for approval to the Director of Department, writing to direzione.cps@unito.it

Send disclosures of non-compensated outside employment to direzione.cps@unito.it and to personale-docente@unito.it

Assessments pursuant to Law 240/2010. Art. 6, clauses 7 and 8

At the end of each academic year, faculty members must submit self-certification of their teaching and research activities to the Director of Department.

Self-certifications are then sent to the Rector for final assessment.

Non-tenure track assistant professors must contact the Personnel Office in all cases, writing to pers-tempodeterminato@unito.it

Important! Teaching activities for degree courses or masters’ programmes at other universities and sitting on the faculty committee for other universities’ PhD programmes are NOT considered outside employment. For these activities, ALWAYS request prior approval by the Departmental Council.

For forms and procedures, write to direzione.cps@unito.it
The university’s main technical, administrative and management services are provided via a series of hubs, including the Luigi Einaudi Campus hub of which the Department is a part. The services provided by the Luigi Einaudi Campus hub are organized in the following areas:

**Support to the Departments’ Institutional Activities**

- Governance, communication, three-year plans, personnel, research and teaching faculty
  
  Contacts: direzione.cps@unito.it; dipartimento.cps@unito.it; comunicazione.cps@unito.it; sid.cle@unito.it

**Research Support**

- Funding, planning, grants, research project reporting, third mission and public engagement
  
  Contacts: ricerca.cle@unito.it

**Internationalization**

- Assistance for incoming and outgoing students and faculty; international cooperative agreements; international projects
  
  Contacts: international.cle@unito.it

**Logistic Services**

- Facilities management, correspondence, maintenance of equipment, fixtures and furnishings, inventory management
  
  Contacts: logistica.cle@unito.it; gipes@unito.it

**Norberto Bobbio Library**

- Procurement of hardcopy/online periodicals and books; cataloguing and catalogue management; reception, user loans, reading room management and supervision; reference service
  
  Contacts: biblioteca.bobbio@unito.it; ricerche.bobbio@unito.it

[https://www.bibliotecabobbio.unito.it/it/la-biblioteca/personale](https://www.bibliotecabobbio.unito.it/it/la-biblioteca/personale)
Administrative services

Administration and Accounting

Budgeting and revenue management, goods and services procurement, calls for proposals and contracts for research travel and payroll

Contacts:
- amministrazione.cle@unito.it
- budget.cle@unito.it
- acquisti.cle@unito.it
- incarichi.cle@unito.it
- missioni.cle@unito.it
- compensi.cle@unito.it

ICT, Web and E-Learning Services

Workstations, licenses, classroom multimedia infrastructure, sound equipment, IT security, support for special/specific teaching, research and third mission projects, topic-oriented and institutional websites, social media, e-learning, online collaboration

Contacts:
- redazioneweb.cle@unito.it
- elearning.cle@unito.it
- ict.cle@unito.it

Teaching and Student Services

Teaching provision planning, support for degree courses and graduate programmes, field education, final exams and exam scheduling, lifelong learning programmes, job placement, orientation and tutoring, student services

Contacts:
- didattica.cle@unito.it
- corstistudio.cps.cle@unito.it
- altaformazione.cle@unito.it
- lauree.cle@unito.it
- job.cle@unito.it
- tirocinio.class.dcps@unito.it
- orientamento.cle@unito.it
In addition to the campus-wide services, the Department has its own technical and administrative staff which provides direct support for research, as well as mother-tongue language instructor/consultant/lector(s).

**The Department’s technical and administrative staff**

- **Technical services for research**
  - Margherita Amateis
  - Marco Di Nardo
  - Francesca Irene Ferro
  - Virginia Mariano
  - Marinella Vercelli

- **Mother-tongue language instructor/consultant/lector**
  - Laura Ann McLean