

HIGH COUNCIL DECISION No. 7/2012

of 8 June 2012

amending High Council Decision 14/04 of 9 December 2004 regarding
the Procedures for recruiting and appointing
the Principal of the European University Institute

THE HIGH COUNCIL,

Further to Article 4 of the 1992 Convention revising the Convention Setting Up a European University Institute, which replaces Article 7 (3) of the Convention Setting Up a European University Institute,

Resolved to give effect to the Decision of the High Council of December 2003, taken in light of the Report of the High Council's Working Group on Governance of November 2003,

Having regard to High Council discussions of December 2008,

Has decided to amend the High Council Decision 14/04 of 9 December 2004 as follows

Single Article

Articles 1 to 11 shall be replaced by the following articles:

Article 1: The Appointment Schedule

The search and selection process for filling the post of Principal of the EUI shall begin no less than 20 months before the expiry of the mandate of the currently serving Principal.

Should it become necessary to initiate a search and selection procedure before the regular conclusion of a Principal's term, the process shall be launched as soon as an Acting Principal has been appointed.

The general timeframe should leave enough room for (i) the Search and Selection Committee to carry out its work within the span of roughly six months, and (ii) the

successful candidate to make the necessary arrangements for leaving their current position and resettle in Florence.

Article 2: The Search and Selection Committee

The general recruitment process shall be managed by a Search and Selection Committee (SSC) to be comprised as follows:

- the Chair of the High Council;
- three members from the High Council ;
- three members from the Academic Council;
- two external members
- one researcher (with no voting rights)

The position of 'Chair of the High Council' shall be filled by the HC delegation member who chairs the High Council at the moment when the recruitment process is launched. He or she shall remain in that role even if during the process formal presidency of the High Council passes to another member-state delegation.

The three members of the High Council shall be drawn from those member-state delegations, which belong to the Chair's "standing committee"¹. The Chair of the High Council shall facilitate through a process of consultation the identification of the specific persons to be drawn from these delegations.

The three members of the Academic Council shall be appointed by a procedure determined by the Academic Council.

The two external members shall be appointed one each by the High Council and the Academic Council. Each of the said bodies shall determine its own procedures for naming these individuals.

The researcher shall be appointed by the Researcher Representation.

The SSC shall be chaired by the Chair of the High Council.

Article 3: Terms of Reference

The High Council shall approve and convey to the SSC a Terms of Reference, which shall include a broad outline of the desired qualifications for the position of Principal as well as a set of overall criteria for selecting candidates. Within the framework of these Terms, the SSC shall be free to determine its own specific procedures, including making

¹ Cf. High Council Decision n. 11/08 of 6 June 2008 „Amending the list of 'standing committees' established by the High Council“.

enquiries it deems appropriate, using recruitment consultants, appointing one or more sub-committees to facilitate the review of materials, and/or adopt a combination of these approaches.

Article 4: The Search Phase

The SSC shall begin its work with an active search process, including drawing up a profile document for the position as well as assuming responsibility for advertising the vacancy. A deadline shall be announced for receipt of applications. Applications shall include (i) a motivation letter (ii) a *curriculum vitae*.

The SSC shall search both inside and outside the Institute, and where deemed appropriate may issue invitations to suitable candidates to apply.

Article 5: The Selection Phase

From amongst all of the candidates, the SSC shall draw up a shortlist of candidates to be invited for an interview. At least one week prior to the interview all interviewees shall be asked to provide a complete application dossier, including CV, the names of three referees, and a paper outlining their views on the strategic development of the Institute.

At the conclusion of the interviews, the SSC shall select a final recommended candidate. No recommendation may be made unless the candidate is supported by at least six members of the SSC.

Article 6: Appointment by the High Council

Upon receiving a written report from the Chair of the SSC, at least 3 weeks before its meeting, the High Council shall decide either to accept or to reject the recommended candidate for Principal. Acceptance by the High Council of the recommendation of the SSC shall be decided by a qualified majority vote.

In the event of the High Council rejecting the candidate proposed by the SSC, or in the event of a successful candidate declining the offer of the position of Principal, the SSC shall reconvene and, where it is able to do so, recommend another candidate for the consideration of the High Council. Should this second candidate fail to be accepted by the High Council or decline the offer, the search and selection process shall recommence.

Article 7: Confidentiality of Information

In order to protect the privacy of the candidates and the interests of the Institute, all individuals involved in this process shall maintain full confidentiality in relation to the information and decisions generated. Any exchange of dossiers, electronic files or references involving candidates shall be limited to the members of the SSC, the Secretary General of the Institute (tasked to assist the SSC administratively), and the Standing Committee mentioned in Article 5.

The High Council shall be kept informed all throughout the search and selection phases.

Article 8: Equal Opportunities

With respect to the processes of publicity, search, interviews and selection, the SSC shall follow the equal opportunities policy of the Institute.

Article 9: Eligibility of Candidates for the Post of Principal

The following persons shall not be eligible to apply for the post of Principal:

- (a) current members of the High Council;
- (b) members of the SSC.

Article 10: Administrative Assistance

The Secretary General of the Institute shall provide administrative assistance to the SSC during the duration of its work.

Done at Florence, 8 June 2012.

For the High Council

The President


Vello PETTAI