



EUROPEAN UNIVERSITY INSTITUTE
ACADEMIC SERVICE
Dr. Andreas C. Frijdal
Director

Florence, May 2013

Vacant chair at the European University Institute

JOINT CHAIR IN EUROPEAN PUBLIC POLICY

Please find attached a note setting out further particulars for chair holders in the Department and in the Robert Schuman Centre for Advanced Studies.

Your application should contain the following documents:

- An **application form** (to be filled in **online** – the form is available at www.eui.eu/vacancies) in which you are invited to provide us with your personal data and the names of 4 referees, and to list 3 - 5 of your publications which you consider most relevant to the post.
- Your **curriculum vitae** (a **short CV** of maximum 5 pages including education, professional experience, prizes and other major achievements) with a **selected list of publications** (a list of your **books, contributions to books and major professional journals**)
- A **research proposal** which outlines the research you plan to undertake during the first five years were you to be appointed at the Institute. It should give a clear picture of research you want to develop and its relevance for Department's and Centre's programme and profile. Financial statement is not required, but if you have potential external resources for the funding of the project, they can be mentioned. The research proposal is expected to have up to **2000 words**.

Please prepare your CV, list of publications and the proposal as PDF files and attach them to the online application form.

Please submit your application documents in English.

The Academic Service assures the strict confidentiality of the application procedure. The deadline for receipt of applications is **2 September 2013**.

Further and more up-to-date information about the Institute can be gathered from our website: www.eui.eu.

We thank you for your interest in the European University Institute and wish you every success with your application.

NB: After having submitted online you will receive confirmation of receipt by email; **if not**, contact us at applypro@eui.eu or by phone +39.055.4685.377 to make sure that your application has safely arrived. For any questions about the application procedure please contact applypro@eui.eu.

Please do not send us your publications; in the event, they may not be returned to you.

Yours sincerely,

Dr. Andreas Frijdal
Director, Academic Service



EUROPEAN UNIVERSITY INSTITUTE

FURTHER PARTICULARS ABOUT FACULTY POSITIONS IN THE DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES/ THE ROBERT SCHUMAN CENTRE FOR ADVANCED STUDIES

Job description for the vacant position

The Department of Political and Social Sciences and the Robert Schuman Centre for Advanced Studies seek candidates with expertise in the field of European public policy. Experts in all aspects of the policies of the European Union and its Member States will be actively considered. An interest in the interaction between EU integration and its consequences in the domestic policies of the Member States is particularly welcome. The successful candidate will have a strong record of empirical research, an interest in theory and research methods (qualitative and/or quantitative), and a commitment to excellence in postgraduate teaching. The Chair will be held jointly in the Department and the Centre.

Contract is for five years, renewable for further three years. The Institute is an equal opportunity employer.

The successful candidate will be expected to provide major input in research, teaching and management, as follows:

Research:

- To develop and lead research in the fields mentioned in the profile;
- To promote the integration of his/her research with other research interests within the Department of Political and Social Sciences as well as interdisciplinary research with the other Departments and Centres of the EUI; candidates are invited to take into consideration the research priorities and existing research projects of the Department (<http://www.eui.eu/SPS>) and the RSCAS (<http://www.eui.eu/RSCAS>);
- To maintain a high national and international profile of publications in books and in internationally recognised journals;
- To attract research income on an individual basis and in collaboration with others.

Teaching and supervision:

- To teach effectively for postgraduate students both in introductory and research seminars;
- To provide high quality doctoral supervision and attract research students to the EUI;
- To act as mentor for postdoctoral fellows.

Management:

- To make a significant contribution to the promotion of the EUI in his/her country's academic community, and to contribute to the insertion of EUI alumni in professional life, especially in academic careers;
- To make the best use of his/her research budget and try to complement it with outside funding;
- To provide support for the Director of the Centre and the Head of Department, amongst others by serving on appropriate Committees, and to contribute fully to the general life the Institute;
- To contribute to the promotion of cultural diversity in the Department and the EUI.

Working in the Department of Political and Social Sciences

The European University Institute is a postgraduate research institute set up in 1976 by the Member States of the European Union. It is not an institution of the European Union, however: rather, it is an international treaty organisation in its own right, funded directly by the signatory states.

The EUI consists of four academic departments - Economics, History and Civilization, Law, and Political and Social Sciences; an interdisciplinary postdoctoral training programme – the Max Weber Programme; and an interdisciplinary centre - the Robert Schuman Centre for Advanced Studies, supported by administrative, computing and library staff. The research students of the EUI are drawn mainly from the graduates of universities in the Member States, with a small number of students from outside Europe.

In order to work effectively we all have to be fluent in English and have a working knowledge of at least one other EU language. There are no special citizenship requirements. In the SPS Department seminars are held in English. Theses and seminar papers are mainly written in English, but a number of them are written in French, German, Spanish or Italian or other European languages if the supervisor reads them. In fact, all EU official languages are also EUI official languages, although currently used as working languages are English, French and Italian (mainly for administration).

Teaching and Supervision

The teaching contract requires Institute professors to conduct not less than 60 hours of teaching in the course of the academic year, in addition to their supervision of individual researchers. The teaching is organised in three terms: the first runs from October to December, the second from January to Easter, and the third from Easter to June. During the first two terms teaching mainly takes the form of ten two-hour seminars. In the third term more use is made of day-long workshops and other innovative methods, designed to meet particular training needs of small groups of researchers.

Typically, some 35 to 40 research students are admitted to the department's doctoral programme each year. As researchers will stay at the Institute for four years, each faculty member may expect to supervise, on average, 10 to 12 researchers – that is, some 2 to 3 new researchers per year.

Faculty members are obliged, by contract, to continue supervision of their researchers even after they have left the Institute.

Research

At the EUI, support for research is excellent. The library is first class and must be one of the few academic libraries in the world where the primary constraint is space, not money. There is one special librarian for each department whose job is to keep track of departmental collections and to act as a liaison with Departments. The Computer Service is user-oriented and has good resources for research in all areas of social and political sciences and the humanities.

Each professor receives funding for his/her research project(s), on a yearly basis and upon decision of our Research Council, which is composed of external advisors coming from academia and practice. Each professor will normally receive a flat allocation of 7,500 € a year for his/her projects upon presentation of a short description of the projects. Supplementary funding may be obtained from the Research Council for seed money for innovative projects and

for co-operative projects involving several different professors. Research projects should have an international dimension both in input and in output. Although no guarantee can be offered on this point, EUI funding usually allows for the employment of a part-time assistant and for bringing together some specialists.

In addition, professors are strongly encouraged to raise external funds as the internal resources can cover only part of the needs.

You are requested to present a research project for the duration of about five years (which corresponds to first contract) as a basis for your application. This project will serve as a basis for discussion during your interview, and, should you be appointed, it will be circulated to members of the Academic Council. It might only be a part of the actual research projects you will conduct during your stay, as opportunities for new developments might emerge as well within the EUI as from outside, due to call for proposals from research funding organisations.

Administrative Duties

Departmental meetings are held monthly. One faculty member acts as Head of Department, and meets frequently with the Heads of other Departments and with the President of the Institute to prepare the monthly meeting of all faculty at the Institute, the Academic Council, and make many routine decisions.

In addition, professors participate in processing the applications for the doctoral programme and for post-doctoral fellowships. From time to time professors are expected to participate in committees to select new colleagues. Some colleagues serve on Institute-level committees, dealing with Library and Information Technology issues, with Computing Services, with Admissions, etc. These committees do not occupy more than a very small part of professors' time.

Staff in the Department

The Department of Political and Social Sciences comprises at present 14 professors representing 8 different nationalities, (three hold a joint appointment with the Robert Schuman Centre for Advanced Studies), a Departmental assistant and four secretaries. Details of the research and teaching interests of the professors are available on the Department's web page. Each year about five or six funded Fernand Braudel Fellows join the Department for limited periods, and a number of Visiting Fellows come for periods between half a year and a year. The Institute also hosts some forty Max Weber postdoctoral fellows. This is a free-standing interdisciplinary training programme and around a dozen of these Max Weber Fellows are associated with the Department of Political and Social Sciences. In addition, a number of scholars visit the Department each year for shorter periods.

The Robert Schuman Centre for Advanced Studies

The Centre was created in 1992 in order to develop interdisciplinary research and to encourage work on the contemporary challenges of European integration. It consists of faculty members holding joint chairs with departments, programme directors, part-time professors, post-doctoral fellows, research fellows and assistants, together with an administrative staff. Its research agenda is focused around several core research themes, currently:

- European Institutions, Governance, and Democracy
- Migration
- Economic and Monetary Policy
- Competition Policy and Market Regulation
- Energy Policy and Climate Policy
- Global Governance
- International and Transnational Relations of the EU.

The Centre draws its income from a variety of sources, with around two thirds from externally funded grants. It runs an extensive conference programme, and publishes (mainly on-line) working papers, policy papers, research reports, and several research tools. Some of its research activities are organised in special programmes, including the Transatlantic Programme, the Global Governance Programme, the Loyola de Palacio Programme on EU Energy Policy, the Mediterranean Programme, the Migration Policy Centre and the Florence School of Regulation, covering the areas of Energy, Communication and Media and Transport. Other current and recent research includes several other projects on migration, research in the context of the European Union Democracy Observatory, a programme on European monetary union, and projects on security in Europe (internal and external). A continuing priority is to produce research and to stimulate debate on issues of reform within the European Union.

In May 2013, the Centre includes approximately 180 people (depending on the number of visiting fellows and research assistants, which is constantly changing). Further details about the RSCAS can be obtained through the web:

<http://www.eui.eu/DepartmentsAndCentres/RobertSchumanCentre/Index.aspx>.

Faculty: Joint Chairs, RSCAS Chairs, Programme Directors and part-time professors

Joint Chairs are affiliated to both the Centre and a Department and represent the connection between the two. There are currently eight Joint Chairs, seven of which are financed by the EUI budget and one financed by external funding (the Pierre Werner Chair, financed by the Luxembourg Government).

RSCAS Chairs are appointed within the Centre as research Chairs, with primary responsibility with the development and management of the major research programmes.

In addition to the Joint Chairs and the RSCAS Chairs, the RSCAS currently has four Programme Directors responsible for research programmes within the field of Migration Policy, Regulation and Energy Policy, Cultural Diversity and Global Economics.

The RSCAS also includes part-time professors with different degrees of involvement in the respective project/programme. One emeritus professor and one senior fellow complete the academic staff.

Research Fellows and Research Assistants

Research Fellows and Research Assistants constitute the second component of the RSCAS staff. They represent the research power of the Centre, recruited for directing research projects (Research Fellows) or carrying out more specific research and support activities (Research Assistants). In May 2013 the Centre has 12 research fellows and over 70 research assistants.

Fellows

The third component includes the 'Fellows' at the Centre. In the academic year 2012-2013 there are approx. 40 such Fellows at the Centre: 28 post-doctoral Fellows-in-residence (Jean Monnet Fellows and others), 3 Marie Curie Fellows, and (about) 10 Visiting Fellows (their number is continuously changing).

Fellows are appointed for limited periods that rarely exceed one academic year (two years for the Marie Curie Fellows), and often is much shorter (Visiting and EU Fellows). The presence of a Fellows' community is a key and distinctive feature of the RSCAS since the early years.

Administrative Staff

The administrative staff of the Centre is skilled and dedicated. There is considerable pride in being a staff member of the RSCAS. There are currently 28 administrative collaborators at the Centre.

Conditions of employment – salary - benefits

The European University Institute is an equal opportunity employer.

Full-time professors at the EUI (this position will be considered as a professorial post) are appointed on five-year contracts which may be renewed for further three years. Professors are frequently able to obtain extended leave from their home institutions.

Salary

The amount of take-home salary can vary and depends on seniority, eligibility to expatriation, household and dependent children allowances. The Personnel Service is available for providing more information on the basis of the actual family situation of the short-listed candidates.

Additional benefits

The Institute covers moving expenses to and from Florence (up to a maximum equivalent of a monthly basic salary) in addition to a settlement allowance calculated on each individual family situation.

Faculty members and their families are entitled to a flat-rate payment of travelling expenses from Florence to the place of origin; the flat-rate payment is based on an allowance calculated on distance.

Faculty members at the Institute are covered by health insurance administered by the Joint Sickness Insurance Scheme of the European Communities Ispra Settlements Office. An average of 80% of medical or dental expenses is reimbursed upon presentation of invoices. Some treatment (dental braces, for example) requires authorisation in advance.

There is a generous educational allowance for school or university costs of Institute members' dependent children.

10,25% of an EUI professor's salary is withheld for a severance payment scheme; twice this amount is contributed by the Institute (total monthly contribution = 30,75%). This can be paid into a national or private retirement scheme, or into the Institute's plan. If the latter option is selected, the amount due is paid to the EUI member upon departure.

Under the terms of the treaty establishing the Institute, EUI professors are exempt from income tax on their salary paid by the Institute anywhere in the Contracting states. In lieu of national taxes, a deduction is carried out by the Institute.

Further details on all information contained in this note are available from the Personnel Service.

The recruitment procedure at the EUI

The selection procedure at the EUI has some specific features due to our character as an international (European) organisation.

Procedure and organs involved

Several Committees and Councils are involved in our selection procedure, which is regulated by Decision n° 2/03 of the High Council of the EUI:

- the Department of Political and Social Sciences and the RSCAS
- the Academic Council (all EUI professors and the President of the Institute)
- the Selection Committee

The selection committee is composed of members of the EUI and external experts. The composition of the Committee is kept confidential until the invitations for interviews are sent to shortlisted candidates. They will receive further information about the composition of the selection committee.

After publication of the vacancy and reception of applications, the Committee may either draw a short list of candidates to be interviewed or turn into a search Committee, which happens whenever the number and/or quality of applications does not seem adequate.

A few weeks after having set up a shortlist, the Committee interviews the candidates and submits a recommendation of one or more candidates to be appointed.

The Committee's recommendation is transmitted to the Academic Council, which acts as a sovereign body for appointments. A recommended candidate is appointed if the majority (50%+1) of members present vote in favour.

Tentative schedule for the present procedure

The schedule we would like to adhere to is the following:

- shortlisting decisions should be made late September/early October;
- interviews and departmental presentations will take place **11-12 November 2013**; shortlisted candidates will receive details of the procedure for the interviews;
- the proposal of the Selection Committee will be submitted to the first available Academic Council;
- we expect the successful candidate to take up the post in September 2014.

Application file

Your file should demonstrate how your application covers the job description above, and it should contain the following elements:

CV: Please present a short CV of maximum 5 pages including education, professional experience, prizes and other major achievements.

Selected list of publications: Please present a list of your books, contributions to books and major professional journals.

Referees: Applicants are requested to submit four names of possible referees whom the EUI may contact. The referees may not include members of the professorial staff of the EUI. Please try to give us the names of referees who know you in both your teaching and a research functions. E-mail addresses are essential in order to get a quick confidential reply.

Research project: Please take great care in presenting your research project(s), which should be designed to cover a five year contract and correspond to the profile. The Selection Committees always attach considerable importance to the quality of the proposals.

The project should be written in English, and have a length of up to 2000 words.

It should specify the objectives and scope of the project and give indications on the background, especially how it relates to work you have already undertaken and published. It should also give some preliminary indications about the methodology you intend to follow in exploring the proposed hypotheses or theories; guidelines; indications as to the empirical components and sources; management of the research especially its organisation and the possible running of a research team.

It should also give some preliminary indications on the type of outcome and the type of support for publication you have in mind.

Formal applications should be submitted online (www.eui.eu/vacancies) by **2 September 2013**. For any queries about the application procedure you may contact applypro@eui.eu.

Practical information about life in Florence

Learning Italian

The Institute's language service offers intensive Italian courses in September and less intensive courses throughout the year. Some other European languages are also taught. Florence has an abundance of private language schools.

Housing

Rents are very variable, likely figures for Florence and its immediate surroundings are: 500-650 Euros for a one-bedroom flat and 650-750 Euros for a two-bedroom flat. Larger flats with three or four bedrooms run from 800-1000 Euros, depending on size and location, and can rise to 1500-2500 Euros (villas or large luxury flats).

The Real Estate and Facilities Service has a Housing Office which by collecting the necessary information like price, location required, number of bedrooms, etc. can provide a list of apartments that suit your requirements. It gathers offers of accommodation from the private sector (houses, studios and rooms, generally furnished) within a radius of 10 to 12 kms from the Institute. The housing office is at your disposal to help as far as possible but it should be noted that it does not commit for personal assistance nor is able to intervene in the relationship between the owner and tenant.

Where to live depends on taste. There is much to be said for renting a casa colonica (farmhouse) in the countryside as this will ensure that you are in contact with the real Italy but it can, however, be somewhat isolated. Equally there is much to be said for living in Florence proper. There is an excellent public transportation system. Living in Florence has all the pluses and minuses of living in a medium-sized city.

Schools

For infants, there is a crèche run by the Institute near Villa Schifanoia. For young children (8 or below), the Italian system should be seriously considered if you intend to remain eight years in Florence. There is a menu of private and public Italian schools to choose from. Many State schools still have a 6-day week, which makes it harder to take weekend trips around Tuscany. Private schools are more likely to have a 5-day a week schedule. Details will vary from school to school, and your own reaction will depend on the national system that you use as a basis for comparison, but the general feeling is that in terms of quality the Italian system is satisfactory. Italian high schools (liceo) are differentiated by type (classico, scientifico, linguistico, others). They have the reputation of offering a traditional, i.e., rigorous but dry programme that gives good preparation for university.

The French school offers a programme that goes from Maternelle to Terminale, a good programme that many at the Institute take advantage of. Further information is available at www.vhugo.eu.

The International School of Florence (ISF) offers an elementary through to high-school programme in English. Places should be reserved as soon as possible and are expensive. The high school offers the International Baccalaureate, which is recognised for university entrance throughout the world. Its American high school diploma is also recognised by the Italian government as equivalent to that of a liceo linguistico. Further information: www.isfitaly.org.

More detailed information about daycare and schools is available in our website at <http://www.eui.eu/ServicesAndAdmin/HealthAndFamily/Children/Index.aspx>.

Potential applicants requiring information beyond that contained in these further particulars, or who would like to discuss the vacancies informally, are welcome to contact the Head of Department, Professor Laszlo Bruszt, tel. +39 055 4685 426/233, e-mail Laszlo.Bruszt@eui.eu or the Director of the RSCAS, Prof. Stefano Bartolini, tel. +39 055 4685 792, e-mail Stefano.Bartolini@eui.eu.