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**HIGH COUNCIL DECISION No. 1/2017**

of 7 December 2017

amending High Council Decision 07/12 of 8 June 2012 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,

On the basis of the report of the Working Group presented to the High Council on 01 June 2017,

Has decided to replace High Council Decision 07/12 of 8 June 2012 by the following decision.

***Sole Article***

High Council Decision 07/12 of 8 June 2012 is replaced by the following decision which enters into force on the day of its adoption:

***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.

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"<sup>1</sup>. 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 the 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

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

Terms, the SSC shall be free to determine its own specific procedures, including making 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 and 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 demonstrating their capacity to identify and address the main strategic challenges the Institute is facing.

One of the SSC's external members shall keep the High Council and the Academic Council informed about the progress in the selection procedure.

At the conclusion of the interviews, the SSC shall propose one candidate for appointment. No proposal may be made unless the candidate is supported by at least six members of the SSC.

The name of the proposed candidate will be communicated to the High Council and the Academic Council. Separate meetings shall be organized for the Academic Council and for the High Council, to be introduced to the proposed candidate.

#### ***Article 6: Appointment by the High Council***

After receiving a written report from the Chair of the SSC and meeting with the proposed candidate, the High Council shall have at least one month to decide either to accept or to reject the proposed candidate for Principal. Acceptance by the High Council of the proposal 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, propose another candidate for appointment. 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, and the Standing Committee mentioned in Article 5.

***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) current 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, 7 December 2017

For the High Council

The President

Vincenzo De Luca

