



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

Florence, November 2011

## **Vacant chair at the European University Institute**

### **CHAIR IN COMPARATIVE POLITICS (SPS1)**

Please find attached an information pack about the Institute and a note from the Head of Department setting out further particulars for chair holders in the Department.

Your application should contain the following documents:

- An **application form**;
- Your **curriculum vitae** (a short CV of maximum 5 pages including education, professional experience, prizes and other major achievements);
- Your **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 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 submit your application documents in English.

The Academic Service assures the strict confidentiality of the application procedure. The deadline for receipt of applications is **15 January 2012**.

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

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

**NB:** We accept electronic applications, and in fact welcome them. The e-mail address is [applypro@eui.eu](mailto:applypro@eui.eu). We will acknowledge the receipt of applications. If you do not receive an acknowledgment within two working days please contact us by phone (+39.055.4685.377) to make sure that your application has safely arrived.

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  
DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES

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## **FURTHER PARTICULARS ABOUT FACULTY POSITIONS IN THE DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES**

### **Job description for the vacant chair**

The Department of Political and Social Sciences is seeking to fill a chair with the following profile:

#### ***Chair in Comparative Politics (SPS1)***

The Department of Political and Social Sciences invites applications for a chair in Comparative Politics. In line with the Department's research and teaching focus, we are seeking candidates with an interest in Europe.

Contracts are 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;
- 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 Max Weber fellows and other 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 Head of Department, amongst others by serving on appropriate Committees, and to contribute fully to the general life of the Department and 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 13 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 four or five 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.

### **Conditions of employment – salary - benefits**

The European University Institute is an equal opportunity employer.

Full-time professors at the EUI are appointed on a five-year contract 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, and to the fact that our faculty is based on medium-term appointments with a high level of turn over.

### ***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 (all professors of the Department)
- the Academic Council (all EUI professors and the President of the Institute)
- the Selection Committee

When a chair is vacant, the Department submits a profile for the chair to be filled to the Academic Council, which sets up the Selection Committee.

The composition of the Selection Committee depends on the appointment in question (i.e. a committee for one chair only, joint committee for more than one chair, or committee for a joint chair Department/the RSCAS). The selection committee is composed of professors from the EUI, external experts, the President of the EUI (consultative voice) and a representative of the researcher students (consultative voice). 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*

In the case of the chair at present being advertised, the profile (in the advertised wording) has been approved by the Academic Council in November 2011.

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

- shortlisting decisions should be made late January 2012;
- interviews and departmental presentations will take place in February or early March (exact dates to be confirmed); candidates will receive details of the procedure for the interviews, which are usually mainly based on the applicant's research projects;
- the Selection Committee proposal will be submitted to the first available Academic Council;
- a formal offer may be expected in March/April;
- the successful candidate (or a reserve, should the first-ranked candidate decline) may take up service on 1 September 2012 or as soon thereafter as can be satisfactorily arranged.

### **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.

**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 **arrive** by **15 January 2012** and be addressed to Dr. Andreas Frijdal, Director of Academic Service at the European University Institute, by e-mail ([applypro@eui.eu](mailto:applypro@eui.eu)) or by post, Via dei Roccettini 9, I-50014 San Domenico di Fiesole.

## 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: 650-800 Euros for a one-bedroom flat and 800-1100 Euros for a two-bedroom flat. Larger flats with three or four bedrooms run from 1100-1500 Euros, depending on size and location, and can rise to 2000-2500 Euros (villas or large luxury flats).

The Logistics Service has a Housing Office to help new faculty find suitable private accommodation. It gathers offers of private accommodation (houses, studios and rooms, generally furnished) within a radius of 10 to 12 kms from the Institute. The housing office can provide advice with finding accommodation.

Where to live depends on taste, and you should acquire additional information from the Institute's Housing Office. 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 tough 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.

A small French school offers a programme that goes from maternelle to quatrième included and apart from stopping at a critical age does offer a good programme that

many at the Institute take advantage of. From troisième up, the liceo "Machiavelli-Capponi" has set up an international section in which some courses (like literature and history) are taught in French.

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.

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](mailto:Laszlo.Bruszt@eui.eu).