



ACADEMIC SERVICE
Veerle Deckmyn
Director

Florence, December 2016

SWISS CHAIR IN DEMOCRACY, FEDERALISM AND INTERNATIONAL GOVERNANCE

Please find enclosed information about this vacancy and about the Department of Political and Social Sciences, and the Robert Schuman Centre for Advanced Studies. The document also lists the documents that are required as part of the application dossier, and gives instructions for submitting the application online.

NB: After having submitted your application 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.

The Academic Service assures the confidentiality of the application procedure. The deadline for receipt of applications is **25 January 2017**.

Further and more up-to-date information about the Institute is available on our website: <http://www.eui.eu>.

Thank you for your interest in the European University Institute.

Yours sincerely,

Veerle Deckmyn
Director, Academic Service



DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES
<http://www.eui.eu/SPS>

Swiss Chair in Democracy, Federalism and International Governance

Thanks to the generosity of the Swiss Government, the Department of Political and Social Sciences and the Robert Schuman Centre for Advanced Studies are able to invite applications for the Swiss Chair in Democracy, Federalism and International Governance. The successful applicant will have a distinguished record of research and a capacity to supervise doctoral students within the field identified. It is anticipated that the chair-holder will play an active role at the Robert Schuman Centre, in a program that is devoted to the study of politics and democracy.

In the framework of the establishment of the Swiss Chair, concluded between the Swiss Confederation and the EUI, the chair-holder in “Democracy, Federalism and International Governance”, as part of his/her duties at the EUI is also expected to:

- Develop exchanges and collaborations between the EUI and Swiss research institutions
- To teach half a semester at l’Institut des Hautes Etudes Internationales et du Développement (IHEID), under the conditions to be negotiated between the two Institutions.

The chair will be open to candidates at all levels of seniority, and of any nationality.

Taking into consideration the qualifications of the selected candidate the annual net salary will be minimum Euro 82.500 - maximum Euro 134.000 (estimation based on the hypothesis of the following family composition: married with one child). The above amount does not include the pension/contingency payment to be paid at the end of the contract.

The EUI is an equal opportunities employer and takes into account the importance of balance in gender, geographical and minority representation.

The successful candidate will be expected to provide major input in research, teaching, supervision 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 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 Director of the Centre and the Head of Department, amongst others by serving on appropriate Committees, and to contribute fully to the general life of the Centre, the Department and the Institute;
- To contribute to the promotion of cultural diversity in the Department and the EUI.

Working in the European University Institute

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, but an intergovernmental organisation in its own right, funded directly by the signatory Member 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 research centre - the Robert Schuman Centre for Advanced Studies. The doctoral 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.

There are no special citizenship requirements for faculty members. In order to work effectively the professors have to be fluent in English and have a working knowledge of at least one other EU language. Teaching is mostly done in English. Theses and seminar papers are mainly written in English, but a number of them are written in French, German, Spanish, Italian or in other European languages.

The Department of Political and Social Sciences

The Department of Social and Political Sciences is one of Europe's leading centres for research and doctoral studies in comparative politics, sociology, international relations and social and political theory. In a 2009 survey of research output in political science, it was ranked first in Europe and fifth in the world. There is a common emphasis on social and political change within Europe at all levels: the national, the sub-national and the transnational. Much of the research focuses on Europeanization understood in a very broad sense, including, but not confined to, the European Union.

The Department favours a multi-faceted approach to research projects and theses, many of which cut across the conventional boundaries. The Department also encourages broader cross-disciplinary work. It has good working relations in both teaching and research with the departments of Law, History and Economics, and with the Robert Schuman Centre for Advanced Studies, and is at the centre of extensive international networks. It hosts a number of large, collaborative projects financed by the European Commission Framework programmes or other external sources. The Department also has many individual projects resulting in single-authored books and articles.

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

Apart from teaching and supervision, the major part of professors' work is devoted to research. Research at the Institute is supported by an excellent academic Library. Even if it is only 30 years old, its collections include about 2.000 printed journals, approximately half a million volumes in law, economics, history and civilization, and political and social sciences; electronic access to more than 13.000 full text e-journals and to over 435.000 e-books; and numerous databases and networked CD-ROMs. There is one information specialist whose task is to ensure a proper collection development in history, and to act as a liaison between the Department and the Library. The ICT Service is user-oriented and has good resources for research in all areas of social and political sciences and the humanities.

The EUI hosts the Historical Archives of the European Union (HAEU) which preserve and make available to the public the documents produced by European Institutions, some European Agencies, as well as private archives and collections of European movements and personalities.

Each professor normally receives a flat allocation of 7.500 € a year upon presentation of a short description of his/her project. Supplementary funding may be obtained on a yearly basis from the Institute's Research Council, which is composed of external advisors, for innovative projects and for co-operative projects involving several professors. Research projects should have an international dimension. Although no

guarantee can be offered, EUI funding usually allows for the employment of a part-time assistant and for organising seminars and workshops.

In addition, professors are strongly encouraged to raise external funds as internal resources are often insufficient to cover all research costs.

Applicants are requested to present a research project for the duration of about five years (which corresponds to first contract). If short-listed, this project will serve as a basis for discussion during the interview, and if appointed, be circulated to members of the Academic Council.

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 the Institute faculty, known as the Academic Council. All professors are required to be present in these meetings.

Professors also have the responsibility of screening 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 ICT issues, 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 12 professors representing 7 different nationalities, (three hold a joint appointment with the Robert Schuman Centre for Advanced Studies), a Departmental assistant and five administrative assistants. 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 fifty 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 conduct interdisciplinary research and to encourage work on the contemporary challenges of European integration. It consists of faculty members holding joint chairs with departments, Robert Schuman Chairs, part-time professors, post-doctoral fellows, research fellows and assistants, together with an administrative staff. In addition it hosts visiting fellows, EU fellows and Robert Schuman fellows. The Centre conducts theoretical, normative, analytical and applied policy research in a number of domains by drawing on the disciplines present at the EUI. Its work is currently guided by three major themes:

- Integration, Governance and Democracy;
- Regulating Markets and Governing Money; and
- 21st Century World Politics and Europe.

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 or units, including the Global Governance Programme, the Florence School of Regulation, covering the areas of Energy, Communication and Media, Transport, Water and Climate, the Migration Policy Centre, the Loyola de Palacio Programme on EU Energy Policy, the Florence School of Banking and Finance, the Mediterranean Programme and the Transatlantic Programme. 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.

The RSCAS acts as a home institution for ERC advanced grant holders (currently 2) and ERC starting grant holders (currently 2).

In December 2016, the Centre includes approximately 190 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: Director, Joint Chairs, Robert Schuman Chairs and part-time professors

Since September 2013 the RSCAS is directed by Brigid Laffan.

‘Joint Chairs’ are affiliated to both the Centre and the Departments and represent the connection between the two. There are currently eight Joint Chairs (one of which currently vacant).

In addition to the Joint Chairs, the RSCAS currently has two Robert Schuman Chairs, responsible for research programmes in the field of 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 force of the Centre, recruited for directing research projects (Research Fellows) or carrying out more specific research and support activities (Research Assistants). In December 2016 the Centre employs 14 research fellows and over 70 research assistants.

Fellows

The ‘Fellows’ compose the third component of the Centre. During the academic year 2016/17 approx. 56 Fellows will be (for periods varying from two months up to the full academic year and beyond) in residence at the Centre: 21 post-doctoral fellows (Jean Monnet Fellows and Max Weber Fellows), 5 Marie Curie (or similar) Fellows, 7 Robert Schuman Fellows, 2 EU fellows and (approx.) 21 Visiting Fellows.

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 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 and includes among others administrative assistants, project managers, conference organisers and dissemination specialists. There are currently (December 2016) 23 administrative staff members working at the Centre.

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.

Salary

The amount of take-home salary varies and depends on seniority, eligibility to expatriation, household and dependent children allowances. The Human Resources 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 who are eligible to the expatriation or foreign residence allowance 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 educational allowance for school or university costs of Institute members' dependent children.

Faculty members can opt to be covered by the EUI social security scheme for the risks of disability, death, old age/severance. In this case 10,25% of an EUI professor's salary is withheld monthly; twice this amount is contributed by the Institute. Upon departure a generous severance grant, corresponding to approx. 30% of the aggregate of the basic salary is paid to the EUI member. Faculty members could also opt for a payment to be made into a national or private fund.

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 Human Resources Service.

The recruitment procedure at the EUI

The selection procedure at the EUI has some specific features due to its character as an international organisation, and due to the fact that the faculty is recruited on medium-term appointments with a high level of turn over.

Procedure and organs involved

Several Committees and Councils are involved in the 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) and the Robert Schuman Centre for Advanced Studies
- 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.

Having set up a shortlist the Committee subsequently interviews the shortlisted 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 by late February 2017;
- interviews and departmental presentations will take place 6 and 7 April 2017;
- the Selection Committee proposal will be submitted to the first available Academic Council;
- the successful candidate may take up service on 1 September 2017 or as soon thereafter as can be satisfactorily arranged.

Application file

Your file should contain the following elements.

- 1) **Application form** (to be filled in **online** – the form is available at www.eui.eu/vacancies) in which you are invited to provide your personal data, and to indicate two “**signature publications**” which you consider most representative of your work, one of them an article and the other one either a monograph or an article. Normally they should be single-authored. If you submit jointly authored work please specify the contribution of each co-author. Please provide the full bibliographic citation.
Please submit four names of possible **referees** whom the EUI may contact. The referees should not include members of the professorial staff of the EUI. Please give us the names and e-mail addresses of referees who know you in both your teaching and a research functions.
The Selection Committee may consult other external experts if it considers that helpful to its deliberations.

Attach the following documents as PDF files to the online application form:

- 2) **CV:** Please present a **short** CV of maximum 5 pages including education, professional experience, prizes and other major achievements.
- 3) **List of publications:** Please present a **selected** list of publications: a list of your books, contributions to books, and articles in major professional journals.
- 4) **Research project:** The research project should be designed to cover a five year contract and correspond to the profile. 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; 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 include some preliminary indications on the type of outcome you have in mind. The project should preferably be written in English, and have a length of up to 2000 words.

Formal applications should be submitted online (www.eui.eu/vacancies) by **25 January 2017** at midnight (CET). 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. There are several private language schools in Florence.

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 gathers offers of accommodation from the private sector (houses, studios and rooms - generally furnished) and can provide a list of apartments that suit specific requirements. The housing office helps as far as possible but it should be noted that it does not commit for personal assistance nor is it able to intervene in the relationship between the owner and tenant.

Daycare and Schools

The EUI has a Crèche which provides preschool childcare.

In addition to private and public Italian schools there is a French and an international school in Florence:

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, Prof. Fabrizio Bernardi (tel. +055 4685 316/233, e-mail: Fabrizio.Bernardi@eui.eu) or the Director of the RSCAS, Prof. Brigid Laffan (tel. +39 055 4685 792, e-mail: brigid.laffan@eui.eu).