

EUROPEAN UNIVERSITY INSTITUTE

DECISION N° 14/08 OF THE PRINCIPAL

of 4 June 2008

laying down a procedure for the use of reserve lists

THE PRINCIPAL,

Having regard to the Convention establishing a European University Institute, in particular Article 7, paragraph 1;

Having regard to the Staff Regulations for Permanent Staff, adopted by the High Council on 10 December 2004, in particular Article 28 and Annex III;

Whereas the EUI intends to launch competitions aimed at the establishment of reserve lists for the recruitment of administrative staff, and it is therefore appropriate to introduce principles governing the use of these reserve lists,

DECIDES:

Article 1

The Principal, acting upon a proposal from the Selection Board, shall establish a reserve list based on a priority ranking, according to the criteria laid down in the vacancy notice. The reserve list shall then be published on the EUI Web site.

Article 2

Whenever a vacancy arises, a notice validated by the Principal shall be published on the EUI Web site. The notice shall specify the unit in which the vacancy is to be filled.

Article 3

The Head of the recruiting administrative or academic unit, in consultation with other interested parties, if necessary, and with a representative of the Personnel Service, shall select one or more candidates placed on the reserve list, in conformity with their priority ranking, and invite them for interview to assess their suitability for that specific post. A member of the Staff Committee of the Institute shall also take part in the interview(s).

Candidates who decline the invitation to the interview shall remain on the reserve list unless they explicitly request that their names be removed from it.

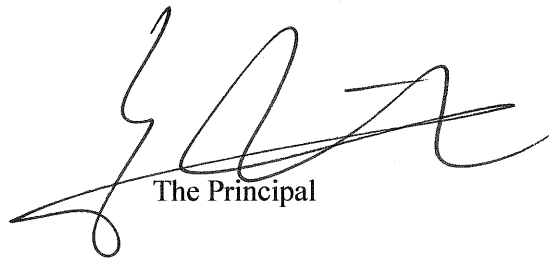
Article 4

The Head of the recruiting unit shall submit a proposal to the Principal, indicating the preferred candidate for appointment, and, if appropriate, also reporting the opinion delivered by the Staff Committee member.

The Principal shall approve the proposal, or reject it. Once the proposal has been approved, the reserve list published on the EUI Web site shall be updated accordingly.

This decision shall enter into force on 4 June 2008.

Florence, 4 June 2008

A handwritten signature in black ink, consisting of a large, stylized 'Y' followed by a series of loops and a long horizontal stroke.

The Principal

Yves Mény