

HIGH COUNCIL DECISION N. 7/2024

of 6 December 2024

regarding the procedures for recruiting and appointing the Principal of the European University Institute

THE HIGH COUNCIL

Having regard to the Convention setting up a European University Institute (EUI), in particular Article 7(3) and Article 34;

Having regard to High Council discussions in 2023 and 2024;

Having regard to High Council Decision No. 8/2012 establishing Terms of Reference for the Recruitment and Selection of Candidates for Principal of the EUI;

Having regard to High Council Decision No. 1/2017 of 7 December amending High Council Decision 07/12 of 8 June 2012 regarding the Procedures for recruiting and appointing the Principal of the European University Institute;

Having regard to the report of the Working Group presented to the High Council on 1 December 2023,

HAS DECIDED AS FOLLOWS:

Article 1 The Appointment Schedule

1. The search and selection process for filling the post of Principal (“President”) of the EUI shall begin no less than 20 months before the expiry of the mandate of the currently serving Principal.
2. Should it become necessary to initiate a search and selection procedure before the regular conclusion of a President's term, the process shall be launched as soon as an Acting President has been appointed (see article 12).
3. The general timeframe should allow (i) around 9 months for the Presidential Search and Selection Committee to carry out its work, and (ii) for the successful candidate to make the necessary arrangements for leaving their current position and resettle in Florence.

Article 2: The Search and Selection Committee

1. The general recruitment process shall be managed by a Presidential Search and Selection Committee (PSSC), to be comprised of the following members:
 - the Chair of the High Council;
 - three members from the High Council (HC);
 - three members from the Academic Council (AC);
 - One representative from the administration;
 - two external members;
 - one representative of the researcher/student community.
 - a. **Chair:** The Chair of the PSSC' shall be the HC delegate chairing the HC at the moment the recruitment process for the new Principal is launched. (S)he shall continue to chair the PSSC even if the mandate as chair of the HC passes to another contracting-state delegation.
 - b. **HC members:** The three members of the HC shall be delegates of the three future HC presidencies.
 - c. **AC members:** The three members of the AC shall be members of three different academic units. They shall be nominated by a standing procedure defined by the AC that takes conflict of interest into consideration.
 - d. **Representative of the administration:** The representative of the administration shall be nominated by the staff committee.
 - e. **External members:** The HC and AC will each nominate one external member to the PSSC. Each of the said bodies shall determine its own procedures for naming these individuals, adhering to article 2.2 below.
 - f. **Researcher/student representative:** The representative of the researcher/student community shall be nominated by the Researcher Representatives.
2. All members of the PSSC shall have sufficient expertise and experience in academic issues and/or areas of relevance for the position of President of the EUI as an international organisation.

Article 3: Terms of Reference

1. The PSSC shall evaluate all candidates based on a set of desired qualifications and selection criteria.
2. The basic terms of reference (qualifications and criteria) shall comprise:
 - To be an internationally recognised scholar, preferably in one of the EUI's disciplines;
 - To have a good understanding of European affairs;
 - To have senior management competence and experience, preferably acquired in a university, high-level research institution, or at a national or international level;
 - To have experience of working in an international context;
 - A capacity for developing a strong vision and effective strategy for the EUI that develops and promotes the EUI, while also understanding its challenges.

3. In addition to the basic terms, the PSSC shall be free to identify more specific selection criteria, which will be clearly stated on the vacancy notice.
4. The PSSC will be free to determine its own specific procedures in the framework of the selection process including making any 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 use of recruitment consultants

1. The PSSC shall be allowed to employ the services of a recruitment firm in appropriate stages of the selection process to provide the PSSC with advice and guidance on procedure.
2. Recruitment consultants may advertise the vacancy via its own channels in agreement with the PSSC.
3. Recruitment consultants may take an active role in procedural aspects of the selection process, such as pre-screening, but they shall not have any decision-making power nor influence the PSSC's decision-making in any way. The recruitment consultants may carry out the role of headhunters to actively search for and contact potential candidates about the vacancy.

Article 5: The Search Phase

1. The PSSC shall begin its work with an active search process. The PSSC shall search both inside and outside the Institute, and where deemed appropriate may issue invitations to suitable candidates to apply.
2. The PSSC shall draw up a profile document (vacancy notice) for the position, consulting with the HC and the AC on the final version. A deadline shall be announced for receipt of applications. Applications shall include (i) a motivation letter (ii) a *curriculum vitae*.
3. The PSSC shall advertise the vacancy on the EUI website as well as other channels it deems appropriate.

Article 6: Eligibility of Candidates for the Post of President

The following persons shall not be eligible to apply for the post of President:

- a. Current members of the High Council and former members of the High Council until six months after the end of their term;
- b. Current members of the PSSC.

Article 7: The Selection Phase

1. From amongst all applications received, the PSSC shall draw up a shortlist of five candidates to be invited for an interview.
2. At least one week prior to the interview, all interviewees shall be asked to provide a complete application dossier, including:
 - The candidate's CV,
 - the names of three referees,
 - a paper demonstrating their capacity to identify and address the main strategic challenges the Institute is facing.
3. Regular updates on the progress in the selection procedure shall be provided to the HC by the Chair of the PSSC and by the Secretary General to the AC.
4. Upon the conclusion of the interviews, the PSSC shall propose one candidate for appointment. No proposal may be made unless the candidate is supported by at least six members of the PSSC.
5. The name of the candidate proposed by the PSSC will be communicated to the HC and the AC. The candidate shall participate in separate meetings with each body to be introduced to their members.

Article 8: Appointment by the High Council

1. After receiving a written report from the Chair of the PSSC and after meeting with the proposed candidate, the HC shall have at least one month to decide either to accept or to reject the proposed candidate for President. Upon agreement with the HC Chair, the period of reflection may be shorter than one month if required. Acceptance by the High Council of the proposal of the PSSC shall take place according to the provisions of the Convention.
2. In the event that the HC rejects the candidate proposed by the PSSC, or in the event of a successful candidate declining the offer of the position of Principal, the PSSC shall reconvene and, where it is able to do so, propose another candidate for appointment.
3. If the second candidate is rejected by the HC or does not accept, the HC will decide how to proceed with the selection process.

Article 9: Code of Conduct

1. To protect the privacy of the candidates and the interests of the Institute, all individuals involved in the selection process, including the candidates themselves, shall maintain full confidentiality in relation to the information and decisions generated during the selection process.
2. Any exchange of dossiers, electronic files or references involving candidates shall be limited to the members of the PSSC, the Secretary General of the

Institute supported by his office, any recruitment consultants employed based on provisions set out in article 4 and any sub-committee appointed in the provision set out in article 3.

3. The individuals stated in article 9.2. shall sign a confidentiality and conflict of interest declaration. This provision extends to any individual who may come into contact with information on the selection process, such as ICT technicians and other logistical support staff.
4. Any conflict of interest, whether potential or actual, shall be declared to the Chair of the PSSC as soon as it comes to light. How the conflict of interest is addressed is at the discretion of the Chair of the PSSC, who may consult with other members of the PSSC.
5. The PSSC shall treat all candidates equally and adhering to the EUI's policies on equal opportunities. It shall ensure equal opportunities are promoted during all stages of the selection process, including the designing of the vacancy notice, advertising, search, interviewing and selection.
6. Within the parameters of the required levels of confidentiality and adhering to data protection regulations, the selection process shall be transparent, especially in the updates provided to the HC and AC.

Article 10: Administrative Assistance

The Secretary General of the Institute shall provide administrative assistance to the PSSC during the duration of its work.

Article 11: Reporting

1. The PSSC shall support the proposal of its selected candidate with a report outlining details leading to its decision. The report shall be shared with the HC and AC. The report shall include only the name of the proposed candidate and no names of any other candidate.
2. The PSSC shall produce confidential minutes of all its meetings. Candidates' names shall be included in the minutes. The minutes will only be disclosed beyond the PSSC in the event of a complaint or appeal.

Article 12: Search and Selection of an Interim President

1. If the appointed President is not in the position to start the term immediately after the end of the term of the predecessor, or if the current President is unable to carry out his/her role as President, the High Council can appoint an Interim President for a maximum period of two years.
2. The appointment shall be based on the following simplified selection procedure:
 - a. The Executive Committee and the Troika of the High Council must be involved.

- b. The Executive Committee shall propose three candidates, to be submitted to the Troika.
 - c. The Troika shall select one candidate. The proposal shall be submitted to the High Council.
 - d. The High Council shall appoint the Interim-President.
3. Other flexible or additional procedures could be established by a decision of the High Council.

Article 13: Entry into Force

1. This decision shall enter into force at the day of its adoption.
2. High Council Decisions No. 8/2012 and No. 1/2017 shall be repealed.

Done in Florence, 6 December 2024

For the High Council

The President

[original signed]

Łukasz Gruszczyński