

TENURE TRACK IMPLEMENTATION PROCEDURE

Adopted with resolution no. 07/2017 of the Head of the Human Resources Service on October 13, 2017.

Updated with Resolution No. 05/2018 of the Head of the Human Resources Service on October 15, 2018.

Updated with Resolution no. 10/2020 of the Head of the Human Resources Service on October 16, 2020.

This document provides the details for the implementation procedures of the "*Tenure Track Guidelines*" approved by the Foundation's Board of Administration on July 24, 2017 as amended on October 5, 2018 and on October 2, 2020.

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1. INTRODUCTION

The tenure *track* professional development career path is aimed at assigning a permanent position to particularly deserving researchers and innovators.

The tenure track can be accessed through a **public selection call**, a **selection call for internal** candidates or - in the case of recipients of grants from the European Research Council or international grants of equal prestige - by virtue of **direct hire**.

The tenure track process will be accompanied throughout its stages, by the Institutional Committee, which consists of: the President of the Foundation, the Director of the Center concerned, the Chair of the Scientific Board of the Foundation, the Head of the Human Resources Department, and the Head of the Research Assessment Office, or their delegates.

In order to comply with transparency in the evaluation process and with our gender equality policy, the Institutional Committee shall be integrated with an expert belonging to the gender that is not represented.

2. SELECTION PROCESS

Apart from the cases of direct hire, the selection process for tenure track will be started if provided for by the strategic planning of the Foundation (Staffing Plan and POE Planning).

The tenure track selection process has two variants: public call and internal call.

2.1 PUBLIC CALL

The Foundation's Institutional Tenure Track Committee will prepare the text of the public selection call. The public call shall contain the description of the tenured position sought, the requirements and the related supporting documentation, the terms and conditions of the contract relating to the tenure process and those of the tenured position.

The Human Resources Service will prepare specific FAQs providing support to call applicants.

The Human Resources Service will publish the call and the FAQs on the FBK website. In addition, based on the profile sought, a specific advertising plan will be defined and implemented, which includes publication in scientific journals and international search engines.

The call must remain published for at least 21 consecutive days.

To ensure the traceability of the entire recruitment process, the collection of applications is made online by means of a specific software system.

All those who have the requirements may submit their application for the public calls for tenure track positions. Non-tenured staff of the Foundation can apply.

The Institutional Committee will identify three experts, external to the Foundation, in the specific disciplinary field of the call, ensuring the presence of representatives of both genders and will entrust them with the selection of the three best candidates.

To this end, once the collection of applications has been completed, the Human Resources Service, having ascertained the compliance of the qualifications received with the provisions of the call, will share the documentation submitted by the candidates, with the required requirements, with the three experts. On the initiative of the Institutional Committee, the evaluation grid will then be shared, that contains the evaluation criteria and the maximum scores (weights) associated with them.

Each expert will evaluate the candidates individually by filling in the evaluation grid and defining the list of the three best candidates. The experts may make comments on the evaluation of the three best candidates and suggest that other candidates should be added. The decision on the possible further candidates to be added to the best three will fall on the Institutional Committee.

On the agreed deadline, the Human Resources Department will proceed to compiling a single merit list combining the evaluations of each expert; once the above shortlist has been completed, it will forward it to the experts for final approval.

The Human Resources Service will submit the approved ranking and any comments from the experts as well as the materials relating to the selection to the Institutional Committee, and will convene the shortlisted candidates for an interview.

The Institutional Committee will evaluate shortlisted candidates based on the acquired documentation and on a selection interview, and identify among them a successful candidate, that best suits the Foundation's strategic needs, and additional likely candidates. The eligibility list will be valid until the tenure position has been assigned.

The Institutional Committee will draw up the selection report containing the assessments of the candidates.

In the event that no candidate is deemed suitable, the call can be redefined and republished.

2.2 CALL FOR INTERNAL CANDIDATES

If, in accordance with the provisions of the "Tenure Track Guidelines" Regulation, the calls are reserved for the foundation's research staff, the relating implementation procedure will comply with the above provisions for public calls, except for the following.

The calls will be advertised within the Foundation for at least 10 working days.

The Institutional Committee will identify three external experts in the specific disciplinary area of the call, and add them to the single Evaluation Committee of which the members of the Institutional Committee are members. The presence of representatives of both genders shall always be guaranteed under penalty of cancellation of the selection process. The evaluation of the applications will therefore be entrusted jointly to the Institutional Committee and to the external experts.

At the end of the collection of applications, the Human Resources Service, having ascertained the conformity of the applications with the provisions of the call, will share with the documentation sent by the candidates, with the mandatory requirements, with the Evaluation Committee.

The Evaluation Committee will select the best candidates to be interviewed based on a grid containing the evaluation criteria and the maximum scores (weights) associated with them and will then proceed with the interviews carrying out a comparative evaluation to the end of identifying the best candidate.

The Institutional Committee will draw up the selection report containing the evaluations of the candidates.

Due to the limitations, constraints and environmental "biases" associated with this exceptional selection and recruitment procedure, the tenure track designed before the selection process shall ensure exceptional quality standards and respond mainly to the institutional needs of the Foundation as a whole.

2.3 DIRECT HIRE RESERVED TO ERC OR EQUIVALENT GRANT RECIPIENTS

In compliance with the constraints established to safeguard economic sustainability, the Board of Administration may offer a direct hire tenure track position to recipients of an individual ERC grant, European Research Council, or international grants of equal prestige.

The Human Resources Service will contact the candidate and schedule a meeting with the Institutional Committee that will define the tenure track and the contract proposal in line with the *grant* of reference.

3. TENURE TRACK AND AGREEMENT PROPOSAL

The Institutional Committee will meet the tenured position candidate to define the general objectives, the individual development plan, the length and salary for the tenure track. If necessary or appropriate for the purposes of the monitoring and assessment of the tenure track, the Institutional Committee can avail itself of specific experts, including those involved in the selection process.

In compliance with the provisions of the Foundation's collective agreement and with the provisions of the Institutional Committee, the Human Resources Service will prepare the contract proposal and submit it to the successful candidate.

Upon acceptance of the proposal, the Human Resources Service will provide public evidence of the start date and general terms of the tenure *track position*.

In case of refusal of the contract proposal, the Human Resources Service, on the indication of the Institutional Committee, will proceed with the contract proposal to the next suitable candidate.

The Human Resources Service will notify non selected candidates of the outcome of the selection.

4. EVALUATION AND MONITORING PROCEDURE

The tenure track will be activated upon acceptance of the contract proposal.

The Institutional Committee will monitor and, on an annual basis, evaluate the tenure track up to and including the final review.

The evaluation process can benefit from the possible contribution of the experts and, especially for the individual development plan, of the immediate supervisor.

The whole tenure track process must comply with the principles of the European Charter of Researchers and will include training, mobility and coaching experiences (individual development plan).

The Institutional Committee will have the right to shorten the length of the tenure track in case the candidate shows an unusual profile of scientific/technological excellence.

The tenure track process shall be timely and duly documented and traced, and may include discussion events open both to the scientific community of Fondazione Bruno Kessler and to all its stakeholders.

In the case of events requiring leave of absence, the Institutional Committee, together with the worker concerned, will prepare the most consistent solutions with the evaluation process.

The Foundation pledges to take appropriate outplacement actions in case of a negative outcome of the tenure track process.