
Tenure Track Implementation Procedure

This procedure is based on the official document "*Tenure Track Guidelines*", approved by the Board of Directors on July 24, 2017, and has been adopted with Resolution No. 07/2017 of the Head of the Human Resources Service dated October 13, 2017.

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1. INTRODUCTION

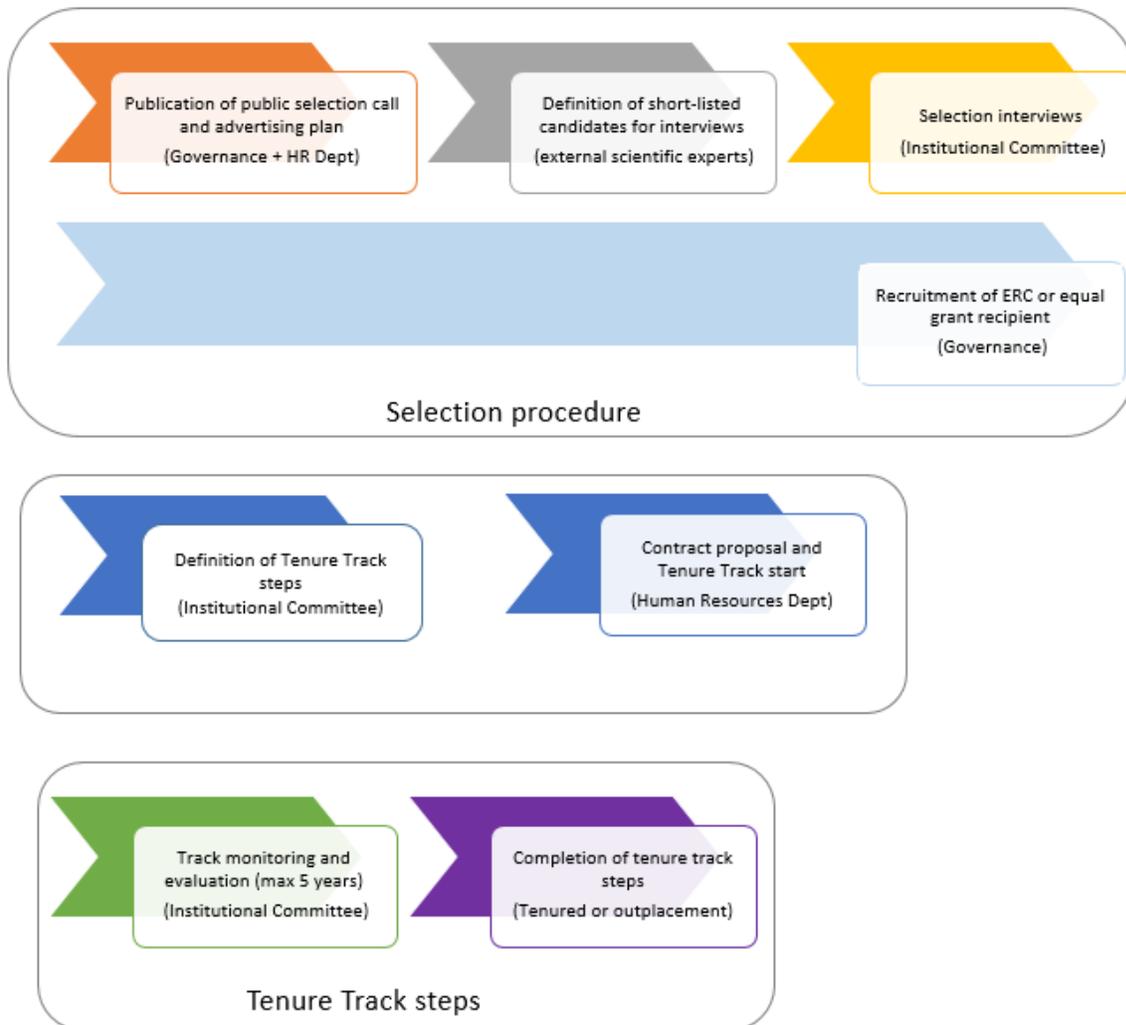
This document provides the details, in relation to the "*Tenure Track Guidelines*", approved by the Board of Directors on July 24, 2017, for the operational procedures for the creation, evaluation and monitoring of tenure track positions planned by the Foundation.

For matters not expressly covered in the tenure track guidelines or in this document, please refer to the "*Guidelines for establishing a new employment relationship for research, technologist and administrative staff*".

The tenure track professional development career path aims at assigning a permanent, tenured position to the most talented researchers and innovators.

Tenure track positions can be entered by candidates selected through **public calls**, or by recipients of individual ERC grants or internationally awarded grants, through a unanimous **special recruitment** from the Foundation's institutional (BoD) and scientific (Scientific Management) governance. Once the successful candidate has been identified and the agreement proposal finalized, **the tenure track** process is initiated.

The tenure track process thus follows the scheme below:



2. SELECTION PROCEDURE

The selection procedure is initiated based on the strategic planning of the Foundation. Depending on the kind of tenure track position (selection-based call or grant-recipient recruitment), different procedures will be followed.

2.1 PUBLIC SELECTION CALL

The institutional and scientific Governance of the Foundation will prepare the text of the public selection call. The public announcement must contain the description of the tenured position being sought, the

requirements and supporting documentation needed, the terms and conditions of both the tenure-track and the tenured position agreements. The Human Resources Department will prepare appropriate FAQs to support candidates interested in applying to the call.

The Human Resources Department will post the call and FAQs to the FBK website. Based on the profile being sought, a specific advertising plan will also be defined and implemented, which includes distribution in selected scientific journals and international search engines.

To ensure the traceability of the entire selection process, applications are collected online, using a dedicated software program.

All candidates who possess the requirements may apply for tenure track positions opened through public selection calls. FBK staff may apply provided they are not already tenured.

The institutional and scientific Governance identifies three non-FBK scientific experts in the specific field of the call and charges them to select the best candidates.

To this end, once the collection of applications has been completed, the Human Resources Department will forward the documentation sent by the candidates to the expert scientists. Upon indication of the institutional and scientific governance, the evaluation grid containing the evaluation criteria and the maximum scores associated with each criterion are submitted as well.

Each scientific expert will individually evaluate candidates by filling out an evaluation grid for each of them, defining the access threshold for a max three-candidate short list for the tenure track position. In the event that no candidate is deemed likely, the call may be republished. The scientific experts will have the right to propose to the Institutional Committee, providing grounded reasons, a short list containing more than three candidates.

On the agreed closing date, the Human Resources Department proceeds to compiling a single merit list combining the evaluations of each expert; once the above shortlist has been completed, it is forwarded to the experts for final approval.

The Human Resources Department will submit to the Institutional Committee the tenure track shortlist approved by the experts and the related selection materials, and convene the shortlisted candidates approved by the scientific experts for an interview.

The Institutional Committee consists of the President of the Foundation, the Director of the Center concerned, the Chairman of the Foundation's Scientific Committee, the Head of the Human Resources Department, the Research Assessment Manager, or their delegates.

The Institutional Committee will evaluate shortlisted candidates based on the documentation acquired and through a selection interview and will identify among them a successful candidate and additional likely candidates. The list of likely candidates will be valid until the position has been filled.

The Institutional Committee will draft a selection report containing the evaluation of the candidates.

2.2. SPECIAL RECRUITMENT OF ERC OR EQUAL GRANT RECIPIENT

The Board of Directors, upon proposal of the Scientific Governance of the Foundation, may offer a tenure track position to recipients of an individual grant from ERC, the European Research Council, or equally prestigious international grants.

The Human Resources Department will contact the candidate directly for a meeting with the Institutional Committee, which will define the steps for the tenure track as well as the contract proposal consistent with the reference grant.

3. TENURE TRACK PROCESS AND AGREEMENT PROPOSAL

The Institutional committee will meet the candidate in order to define the general objectives, the personal development plan, the duration and the compensation of the tenure track position. The above elements will be included formally in the contract agreement.

Where necessary or appropriate for the monitoring and evaluation of the tenure track, the Institutional Committee may seek support from specific experts.

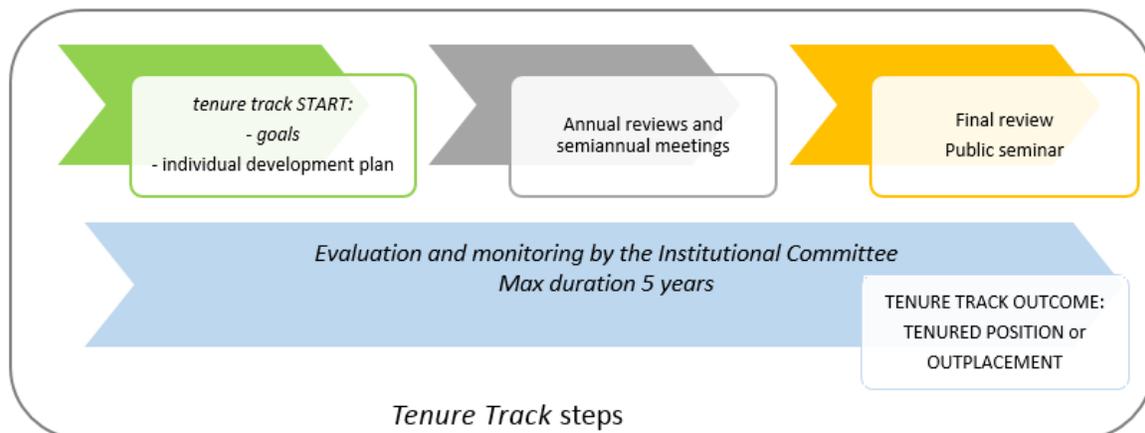
In compliance with the provisions of the collective labor agreement of the Foundation and the instructions of the Institutional Committee, the Human Resources Department will prepare the agreement proposal and submit it to the successful candidate.

Following the acceptance of the proposal, the Human resources department will announce the filling of the tenure track position as well as the general terms of the tenure track.

In the event of refusal of the agreement proposal, the Human Resources Department, upon consultation with the Institutional and Scientific Governance, will present the agreement proposal to the next likely candidate. The Human Resources Department will notify non-selected candidates of the selection outcome.

4. PROGRESS EVALUATION AND MONITORING PROCEDURE

Following the acceptance of the agreement proposal, the tenure track position will be initiated.



The Institutional Tenure Track Committee will monitor, and evaluate – on a yearly basis - the tenure track progress up to the final review, taking account of the contribution of the experts, if any, and especially as for soft skills, of this/her immediate supervisor.

The tenure track process must comply with the principles of the European Charter of Researchers and provides for training, mobility and coaching actions (personal development plan).

The Institutional Committee may reduce the tenure track period if the candidate demonstrates an outstanding scientific/technological profile.

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

In case of events requiring a period of leave of absence, maternity leave, part-time or specific forms of smart working during the tenure track, the Foundation will seek those solutions that are more consistent with the evaluation process.

In case of failure to achieve tenure status, the Foundation pledges to initiate appropriate outplacement actions.

The Human resources Department adopts a specific procedure for the operational management of the evaluation and monitoring steps.