« Open » PEARL recruitment and hiring processes

HI : host Institution (maybe a consortium of several institutions)
RP : Recruitment panel

RECRUITMENT PROCESS (lead by FNR, in close collaboration with the HI)

1. FNR will nominate a recruitment panel (RP) that includes members proposed by the HI. At least 2/3 of the members will be external to the HI. The Chair of the RP will be one of the external members. The Secretary General of the FNR is ex-officio member of the panel. The FNR PEARL programme manager will be observer in the recruitment panel.

2. FNR, in close cooperation with the HI, will define and execute the recruitment advertising strategy for the PEARL Chair position.

3. FNR, in close cooperation with the HI and the RP, will define the details of the recruitment process, in particular:
   - whether an active search with the help of either a search committee (which could be a subgroup of the RP) and/or a search consultant is done;
   - the various recruitment stages (sourcing, first assessment, longlisting, shortlisting,…)
   - the assessment methods used at each stage (phone interviews, on-site visits & interviews, use of external references/reviews, assessment centre, …)

4. After final assessment of the shortlisted candidates, the RP is requested to
   - evaluate which candidates would meet the PEARL standards of scientific excellence, and
   - establish a ranking of the « PEARL-able » candidates, i.e. designate a primo loco, possibly a secundo loco, and maybe a tertio loco.

If there is no unanimity within the RP regarding these decisions, a formal vote is organized. Only the RP members that are external to the HI may participate in this vote.

5. The FNR office will draft a written report of the panel conclusions, to be amended and approved by all panel members. This report will be forwarded to the FNR Board as well as to the HI.
6. The FNR will inform all candidates of the outcome (i.e. whether they are ranked, and if so, in which ranking position).

HIRING PROCESS (conducted by HI)

7. HI will start negotiating with the *primo loco* candidate. These negotiations comprise two aspects
   - the establishment of a detailed research programme and budget for the PEARL grant, compliant with the HI strategy as outlined in the initial proposal (this is the deliverable to the FNR),
   - the usual negotiation in order to define the details of the position at the HI *e.g.* employment conditions, compensation package, lab & office space etc. (FNR does not intervene in these discussions).

8. From the outset, a timeline (*e.g.* max 3 months) should be set by the HI to finalize these negotiations. If no agreement can be found within this timeline, the HI should enter negotiations with the *secundo loco* candidate (if there is any). FNR must be informed of this.

9. If no agreement is reached with any of the ranked candidates, the hiring procedure ends. At that point, the FNR may decide to relaunch the recruitment process, or simple terminate the process.

FINAL DECISION: PEARL GRANT (FNR)

10. If an agreement with one of the short-listed candidates is reached, the detailed research programme and budget for the PEARL grant are submitted to the FNR. The FNR will evaluate the submitted research programme and budget (possibly with the help of reviewers) and may request further clarifications or amendments.

11. The finalized research programme and budget for the PEARL grant are then submitted to the FNR Board for final approval.

FINAL DECISION: HIRING (HI)

12. The HI will submit the hiring of the retained candidate to their decision-bodies for final approval. This step can run in parallel to step 11 outlined above.