

## **APPOINTMENT AND HIRING REGULATIONS**

### **Introduction**

These Regulations (hereafter “AH Regulations”) are designed to specify the procedure for the hiring and appointment of teaching and research staff members (hereafter “TRS Members”) implemented by the Graduate Institute of International and Development Studies (hereafter “Institute”) pursuant to Article 24 of the Regulations for Teaching and Research Staff (hereafter “TRS Regulations”).

The appointment of TRS Members must satisfy high requirements in terms of academic quality.

The Institute promotes equal rights and opportunities for men and women, notably by taking all appropriate steps to ensure equal treatment and balanced representation within the various categories of TRS Members and the different bodies contemplated in the AH Regulations.

In the event of discrepancy between these AH Regulations and the TRS Regulations, the provisions of the TRS Regulations take precedence.

### **CHAPTER I**

#### **Appointment and hiring of members of the *Collège des professeur·e·s***

##### **Article 1      Opening and filling a professorship; rules of procedure**

1. The Director of the Institute (hereafter the “Director”) proposes the opening of professorial positions other than research professorships to the Foundation Board based on a report justifying the opening of the position and submitted to the *Collège des professeur·e·s* for prior recommendation.

Insofar as possible, the report must contain an assessment of the chances of attracting diverse candidates (in terms of gender, geographical origin, and any other aspects to enhance the diversity of the Faculty) in the requisite field(s) of expertise.

2. Subject to the cases contemplated in Chapter III of these AH Regulations, positions for full professorships, associate professorships and assistant professorships are filled by an open competition announced in as broad and variegated as possible a series of professional newspapers with a view to attracting candidates from a plurality of backgrounds.
3. The applications received in an open competition or by invitation are examined in accordance with the rules defined in the two following chapters.

4. The Director proposes the opening of a research professorship to the *Collège des professeur·e·s* based on a report justifying the opening of the position prepared by the appointing department.

Research professors may not be appointed for a term exceeding the duration of their external funding.

5. The final applications pre-selected by the Selection Committee (hereafter “Selection Committee”) created for the open competition or by-invitation procedure are submitted to the *Collège des professeur·e·s* for recommendation, according to the applicable rules.
6. Research professorships are filled by a fast-track procedure in accordance with the rules set forth in Chapter IV of these AH Regulations. The Director refers the application of the candidate selected by the appointing department to the *Collège des professeur·e·s* for review together with the request to open the position.
7. Unless otherwise provided in the TRS Regulations or these AH Regulations, all bodies (Selection Committee, etc.) decide by consensus wherever possible. If required, the relevant body takes a vote which is decided by the absolute majority of votes cast (any blank votes, invalid votes and abstentions are disregarded in the vote count).
8. If the TRS Regulations or these AH Regulations so provide, decisions may be adopted by circular letter.

## **CHAPTER II**

### **Appointment and hiring of members of the *Collège des professeur·e·s* by open competition**

#### **Article 2      Selection Committee**

1. For positions to be filled by open competition, the Director sets up a Selection Committee which must comprise:
  - a) a chair (“Chair”) who is the Director (or the Director’s designated representative);
  - b) a deputy chair (“Deputy Chair”) who represents the appointing department (or two deputy chairs if the position to be filled by open competition involves two departments);
  - c) two additional members of the appointing department (or one additional member for each department if the open competition involves two departments);
  - d) one representative from each of the other departments.

The heads of department refer the names of their representatives to the Director’s Office. Any member of the *Collège des professeur.e.s* may sit on the Selection Committee within the limits of the TRS Regulations and the Institute’s *Directive sur la prevention et la gestion des conflits d’intérêts*.

The Director must ascertain that the Selection Committee is composed in a manner ensuring the best possible balance between genders and geographical origins.

The composition of the Selection Committee is submitted to the *Collège des professeur·e·s* for approval. This approval may be obtained by circular letter.

2. The Director convenes the Selection Committee and ensures that the procedure is properly followed. The Deputy Chair works collaboratively with the Chair to ensure a broad dissemination of the opening and arrange the interviews.

Together with the professors of their department, the Deputy Chair prepares a list of experts and sets up a Student Committee (hereafter “Student Committee”). The Chair manages the contacts with the experts in close co-operation with the Deputy Chair.

3. Members of the Selection Committee who report a conflict of interest in respect of the applications received may ask to be replaced by another member of their department.

The *Collège des professeur·e·s* may approve the replacement by a circular letter.

4. All members of the Selection Committee participate in the candidate presentations and interviews and in the other events (dinners, luncheons). They all also participate in the deliberations.

Before the start of the application assessment period, the Director must send them an electronic link to pedagogical materials designed to raise awareness about the inherent biases of the assessment process.

5. As a rule, the Selection Committee strives to reach agreement by deliberation (consensus).

In the event of disagreement, the Selection Committee takes a vote. Members who are absent for the vote may vote electronically.

The Chair, or in their absence, the person chairing the meeting, may determine the practical modalities of the applicable procedure (voting by secret ballot, by show of hands, etc.).

In case of a tied vote, the Chair (or in their absence, the person chairing the meeting) has the casting vote.

### **Article 3      Experts**

1. For the positions filled through an open competition, the Deputy Chair and the latter’s department prepare a list of twelve experts (“Experts”) which the Director submits to the *Collège des professeur·e·s* for approval.

This decision may be taken by circular letter.

2. The list of experts must reflect geographical diversity, diversity of expertise, intellectual diversity, and strive for equal gender representation. Where possible, it must also include a professor from the University of Geneva or from another Swiss university. Experts are presented in alphabetical order with their titles, the institution they belong to, and a summary biography.

The Director invites three Experts, selecting them for their competencies and with a view if possible to ensuring geographical diversity and balanced gender representation; depending on their respective availability, the Director then proceeds to the next in line. To achieve the desired diversity, the Director may ask the department to present another

three to six names if too many of the Experts initially called decline the invitation to join the Experts' Committee.

Each Expert delivers the following documents to the Director, in the form and within the time limit set by the Director:

- a) a statement of conflict of interest;
- b) a confidentiality agreement.

3. Experts are granted access to the files of the long-listed candidates and a role profile with the appointment criteria.

Before the start of the application assessment period, the Director sends them an electronic link to pedagogical materials designed to raise awareness about the inherent biases of the assessment process.

4. If, after seeing the names of the short-listed candidates, an Expert states that their personal relationship with a candidate creates or is liable to create a conflict of interest, the Expert must recuse themselves.

In this case, the Director invites another Expert from the list of twelve Experts approved by the *Collège des professeur·e·s*.

5. In the case of appointments to the rank of assistant professor, the Experts assess the files of the short-listed candidates and submit an individual written report to the Selection Committee for its final deliberations.

The report is prepared in the form and within the time limit set by the Director. In their reports, Experts must specify any personal relationship they may have with the short-listed candidates.

6. In the case of appointments to the rank of associate professor or full professor, the Director communicates with the Experts to clarify the criteria to be applied in preparing the shortlist and the strategic priorities of the Institute department.

The Experts participate in the candidate presentations and interviews. In the presentations and interviews, Experts must indicate whether they have any personal ties with the selected candidates.

The Experts also participate in the debriefing deliberations of the Selection Committee after the interviews.

The Experts draw up a joint report which is submitted to the Director. The Director shares the report with the Selection Committee and adds it to the file which is sent to the Foundation Board.

#### **Article 4      Student Committee**

1. For positions filled through open competition (or by invitation), the Director sets up a Student Committee consisting of two PhD students and two master students from the appointing department and one interdisciplinary master student.

Each member of the Student Committee must deliver the following documents to the Director in the form and within the time limit set by the Director:

- a) a statement of conflict of interest;
- b) a confidentiality agreement.

2. The appointing department widely announces the possibility of participating in the Student Committee, inviting expressions of interest. It applies competency and diversity criteria to form the committee best capable of representing the student body.

Before the start of the application assessment period, the Director sends the members of the Student Committee an electronic link to pedagogical materials designed to raise awareness about the inherent biases of the assessment process.

3. The Student Committee receives the files of the short-listed candidates, if need be without the Experts' letters. The Student Committee participates in the candidate presentations and in one bilateral meeting with each candidate.

The Student Committee prepares a joint report which is submitted to the Director.

The Director shares the report with the Selection Committee and adds it to the file which is sent to the Foundation Board.

## **Article 5 Long list and short list**

1. After the application period, the Chair and the Deputy Chair of the Selection Committee define a time schedule and plan the work for the selection of a long list based on the files sent in by the applicants, which at this stage consist only of a motivation letter and a curriculum vitae.
2. The Selection Committee meets to long-list between ten and twelve candidates who are each asked to send additional documents (three reference letters, three publications or manuscripts, a note on their teaching philosophy and a note on their research).

The Selection Committee may ask candidates to submit further documents at any time before the interviews.

3. After examining the above-mentioned documents, the Selection Committee prepares a short list of between four and six candidates who will be invited for a presentation and interviews at the Institute or online, as the case may be.

In preparing the short list, the Selection Committee may rely upon the expertise of one of more members of the appointing department (or other members of the *Collège des professeur·e·s* with the pertinent expertise) who are not on the Selection Committee for their assessment of one or several applications; the members of the *Collège des professeur·e·s* are bound to confidentiality in respect of all and any information pertaining to the candidates.

4. The Director submits the short list to the *Collège des professeur·e·s* for approval. At this stage, the report of the Selection Committee contains statistics concerning candidate distribution in terms of nationality, residence, gender and, in the case of interdisciplinary positions, discipline.

If the gender distribution is imbalanced, the report provides an explanation.

The *Collège des professeur·e·s* may approve the short list by circular letter.

## Article 6 Presentation and interviews

1. Candidates are required to present their work in the following format: thirty minutes of presentation and thirty minutes for questions. The presentation is open to all TRS Members and all students.
2. With the Director's prior approval, in addition to this presentation, each department may organise a research seminar with each individual candidate in the conventional format for the relevant discipline.

This seminar is open to all TRS Members and all students, as well as to the Experts depending on their availability.

3. After the afore-mentioned general presentation, the Selection Committee meets with the candidate for a thirty-minute interview. In the case of full or associate professorship appointments, the Experts also join this interview.
4. Unless it decides to proceed otherwise, the Selection Committee applies the following practice during these interviews:
  - a. the same subjects must be put to all candidates;
  - b. the Selection Committee co-ordinates the questions before the interviews;
  - c. the questions must address the candidates' ability to work across disciplines, their interest in actively engaging in the Institute's centres and research programmes, and their plans for disseminating their work to non-disciplinary specialists;
  - d. questions relating to research and teaching must go beyond the scope of the presentation and address the candidates' written work and their notes on teaching and research;
  - e. the candidates' curriculum vitae is discussed in their presence to enable them to explain any productivity variances, the timing of their publications, etc.

5. After the interviews, the Selection Committee may deliberate to compare the candidates' strengths and weaknesses and draw up a first provisional ranking taking into account the opinion of the attending Experts in the case of full professorship and associate professorship recruitments.

6. Each candidate also meets with the Student Committee for a thirty-minute interview.

Based on this interview, participation in the presentation, and a possible department seminar, the Student Committee prepares a report to be submitted to the Director in the form and within the time limit set by the Director, who then forwards the report to the Selection Committee for its final deliberations.

7. After informing the Director, each department may organise the interviews and meetings between the candidate and the members of the department concerned at their convenience.

The Selection Committee must have heard the opinion of the department members before initiating its final deliberations.

## **Article 7 Recommendation**

1. The members of the Selection Committee use their professional judgment to select the best candidates matching the role profile approved by the *Collège des professeur·e·s*.

Their main criteria must be academic excellence and intellectual achievement, bearing in mind that the search for diversity at the Institute contributes to the creation of intellectual wealth by multiplying the points of view on any given subject.

2. The members of the Selection Committee must also consider the candidates' ability to engage with other disciplines and to collaborate across disciplines.
3. The Selection Committee receives the respective reports of the Experts and the Student Committee. In preparing its recommendation, the Selection Committee considers the opinions of the Experts, Student Committee, and appointing department, but is not bound by them.

The Deputy Chair may consult the Experts, Student Committee and appointing department before the final meeting of the Selection Committee.

4. The Selection Committee draws up a list 1) ranking the appointable candidates in order of merit, and 2) indicating any candidates which it deems unappointable.
5. The Selection Committee drafts a final report explaining the procedure followed, outlining the merits of each shortlisted candidate, and making one or more recommendations.

The report must be circulated to all the members of the Selection Committee for their approval before being referred to the *Collège des professeur·e·s* for validation.

If a vote is held on the final decision of the Selection Committee, the report must indicate the result of the vote.

## **Article 8 Final stages and Foundation Board**

1. The final report of the Selection Committee, the Experts' joint report and the joint report of the Student Committee are submitted to the *Collège des professeur·e·s*, which is also given access to all the candidates' files.
2. The *Collège des professeur·e·s* issues a positive or negative recommendation on the report of the Selection Committee. If necessary, the *Collège des professeur·e·s* may take its decision by circular letter.
3. The Director communicates the reports of the Selection Committee, Experts and Student Committee, as well as all the candidates' files, to the Foundation Board. The Director informs the latter about the recommendation of the *Collège des professeur·e·s*.
4. The Foundation Board designates the appointee relying on the report of the Selection Committee submitted by the Director after examining the file and the *Collège des professeur·e·s'* recommendation. If necessary, the Foundation Board may take its decision by circular letter.
5. If the Foundation Board deems that none of the candidates meets the requirements, it may decide to end the procedure. In that case, the Foundation Board may decide to announce a new open competition or by-invitation procedure.

**CHAPTER III**  
**Appointment and hiring of members of the *Collège des professeur·e·s***  
**by invitation**

**Article 9 Principles (associate or full professorships)**

1. In highly exceptional cases, a position for an associate or full professorship may be filled by invitation if the Institute wishes to secure the collaboration of an academic of international repute and/or whose contribution to the Institute relates to strategic thematic priorities, while at the same time enhancing diversity at the Institute.
2. Just as exceptionally, a procedure by invitation may be used in cases where, after launching an open competition to fill a position for a professorship, the appointment of the candidate selected by the Selection Committee would depend on the initiation of a procedure by invitation to appoint their spouse at the same time.
3. The Director must submit the proposal to initiate an invitation procedure for the spouse to the approval of the *Collège des professeur·e·s* and the Foundation Board.

This exception does not alter the basic principle that candidates for professorships must be considered on their individual merits irrespective of the status of their spouse, and that the challenges and opportunities associated with the spouse's career cannot be a factor in the decision to make an offer to a candidate, nor even be taken into account by the Selection Committee in the screening process.

However, once a candidate has been selected and recommended for an offer, the Director may initiate a discussion about their needs, and if the candidate discloses that their spouse has career needs, the Director may then consult the departments concerned and/or Human Resources about possible opportunities.

The latter may include job search assistance, networking contacts, and applications for grants or, in certain cases, the possibility of a scholarship as visiting professor, or a position as an adjunct or research professor.

The opening of an associate or full professorship by invitation for the spouse of a candidate selected in an open competition is only considered in highly exceptional cases and is by no means a normal procedure.

**Article 10 Procedure (associate or full professorships)**

1. The opening of a procedure by invitation for an associate or full professorship is decided by the Foundation Board on the proposal of the Director, supported by the file and with the recommendation of the *Collège des professeur·e·s*.
2. The procedure is analogous *mutatis mutandis* to that outlined in Chapter II of these AH Regulations.
3. At the end of the by-invitation procedure, the associate or full professor is appointed by the Foundation Board on the proposal of the Director with the recommendation of the *Collège des professeur·e·s*.
4. Associate and full professors are hired by the Director within the limits of the TRS Regulations.



## **Article 11 Principles (professors of practice)**

Professor of practice positions are filled by invitation with due regard to the specificities of their role at the Institute and the impact of their recruitment on enhancing diversity at the Institute.

## **Article 12 Procedure (professors of practice)**

1. The opening of a procedure by invitation for a professorship of practice is decided by the Foundation Board on the proposal of the Director, supported by the file and the recommendation of the *Collège des professeur·e·s*.
2. The procedure is analogous to that outlined in Chapter II of these AH Regulations, except that there is no need to have recourse to Experts for the recruitment of professors of practice.

The Director may decide further procedural changes with the agreement of the *Collège des professeur·e·s*.

3. Professors of practice are appointed by the Foundation Board on the proposal of the Director with the recommendation of the *Collège des professeur·e·s*.
4. Professors of practice are hired by the Director within the limits of the TRS Regulations.

## **CHAPTER IV Fast-track hiring procedure for research professors**

### **Article 13 Principles**

1. The opening of a research professorship is conditional upon the applying professor having secured external funding for the research.

A professor of research can only be hired as such for a term not exceeding the duration of their external funding.

2. The competencies of a research professor must contribute to the development of the appointing department and must correspond to its strategic vision.

### **Article 14 Procedure**

1. The opening of a research professorship is decided by the Foundation Board on the proposal of the Director, supported by the file and with the recommendation of the *Collège des professeur·e·s*.

To enable all department members to be consulted on the merits of the proposal to open the research professorship, the head of the department invites the candidate to present their work and research project as part of a research seminar attended, if possible, by all department members voting at the *Collège des professeur·e·s*.

2. Unless the Director decides otherwise, these professorships may be filled without creating a Selection Committee or a Student Committee.

The *Collège des professeur·e·s* may take its decisions and make its recommendations by circular letter.

The Director defines the hiring procedure in all other respects, subject to the provisions of this Article.

3. For positions to be filled by this “fast-track” procedure, the Director submits the file (consisting of a curriculum vitae, three publications or manuscripts, two letters of reference, syllabi and course assessments) of the candidate previously selected by the appointing department to the *Collège des professeur·e·s* for a recommendation together with the request to open the professorship position.
  - a. If the candidate to the research professorship has already obtained the external funding, the *Collège des professeur·e·s* will deliberate.  
The *Collège des professeur·e·s* may take its decisions by circular letter.
  - b. If the candidate for the research professorship has not yet obtained the external funding, the approval of the *Collège des professeur·e·s* is conditional upon the candidate securing such funding.  
The *Collège des professeur·e·s* may take its decisions by circular letter.
4. Once the candidate has obtained the external funding for the applied for position, the Director proposes the hiring of the research professor to the Foundation Board.
5. Research professors are appointed by the Foundation Board on the proposal of the Director, supported by the file and with the recommendation of the *Collège des professeur·e·s*.
6. Research professors are hired by the Director within the limits of the TRS Regulations.

## **CHAPTER V**

### **Hiring of adjunct professors**

#### **Article 15 Principles**

Adjunct professorships are filled by invitation with due regard to the specificities of their role at the Institute.

#### **Article 16 Procedure**

1. The opening of a position by invitation for this category of professorship is decided by the Foundation Board on the proposal of the Director, supported by the file and with the recommendation of the *Collège des professeur·e·s*.
2. The procedure is analogous to that outlined in Chapter II of these AH Regulations, except that there is no need to have recourse to Experts for the recruitment of adjunct professors.

The *Collège des professeur·e·s* may take its decisions and make its recommendations by circular letter.

3. Adjunct professors are appointed by the Foundation Board on the proposal of the Director, with the recommendation of the *Collège des professeur·e·s*.
4. Adjunct professors are hired by the Director within the limits of the TRS Regulations.

## CHAPTER VI

### Appointment and hiring of senior lecturers, lecturers and research fellows

#### Article 17 Principles

1. The opening of a position for a senior lecturer, lecturer or research fellow is decided by the Director on the recommendation of the Foundation Board.
2. The opening of a position for 1) a senior lecturer, or 2) a lecturer must satisfy the specific temporary needs of a disciplinary study programme (e.g. a disciplinary master) or an interdisciplinary study programme (e.g. an interdisciplinary master).
3. The opening of a position for a research fellow with external funding (e.g. of the “Marie Curie” or “Ambizone” type) is conditional upon the applying research fellow having secured the external funding for the position.

A research fellow can only be hired as such for a term not exceeding the duration of the external funding.

#### Article 18 Procedure

1. Unless the Director decides otherwise, senior lecturer, lecturer and research fellows positions may be filled without creating a Selection Committee or a Student Committee.

In all other respects, the Director defines the hiring procedure in co-ordination with the department or study programme concerned.

2. The candidate's file (consisting of a curriculum vitae, two or three publications or manuscripts, two letters of reference, syllabi and course assessments) must be submitted beforehand by the head of the appointing department or interdisciplinary study programme to all members of the department and/or interdisciplinary study programme (“heads of track” of the interdisciplinary study programme in the case of lecturers) to which the hiree will belong.
  - a. If the candidate for the research fellowship has already obtained the external funding (of the “Marie Curie” or “Ambizone” type), the department will deliberate. The department may take its decision by circular letter.
  - b. If the candidate for the research fellowship has not yet obtained the external funding, the approval of the department is conditional upon the candidate securing such funding. The department may take its decision by circular letter.
3. Once the candidate has secured the external funding for the applied-for position, the Director proposes the appointment of the senior lecturer, lecturer or research fellow to the Foundation Board.
4. Senior lecturers, lecturers and research fellows are appointed by the Foundation Board on the proposal of the Director, supported by the file and with the recommendation of the *Collège des professeur·e·s*.
5. Senior lecturers, lecturers and research fellows are hired by the Director within the limits of the TRS Regulations.

**CHAPTER VIII**  
**Hiring of visiting fellows and of PhD students with a teaching assistant or research assistant contract**

**Article 19     Hiring of visiting fellows without independent external funding**

1. The opening of a visiting fellowship is decided by the Director on the proposal of the department or study programme concerned.
2. Visiting fellows are hired by the Director on the proposal of the professor responsible for the project (“principal investigator”) within the limits of the TRS Regulations.
3. Postdoctoral researchers who do not have independent external funding (of the “Marie Curie” or “Ambizione” type) are considered “visiting fellows” whether they are recruited on an annual or multi-annual basis by a professor responsible for a research project (e.g. of the SNSF Division 1, SNSF Sinergia or ERC type).
4. The same condition applies to the recruitment of visiting fellows hired for less than one year by a professor or a centre from their own funds.

In the case of visiting fellows recruited for less than one year by the director of a centre from the centre’s own funds, the director of the centre submits the recruitment proposal to the Director.

5. A visiting fellow cannot be hired in that capacity for a term exceeding the duration of the funding earmarked for the responsible professor’s project.
6. The Director defines the hiring procedure in co-ordination with the department or study programme concerned.

If the professor wishes to be assisted by colleagues in recruiting a postdoctoral visiting fellow, the Director may decide to create a selection committee and to announce the opening with the help of Human Resources.

**Article 20     Hiring PhD students with a teaching assistant contract**

1. The opening of a position for a teaching assistant is decided by the Director on the proposal of the department or study programme concerned.
2. PhD students with a teaching assistant contract are hired by the Director on the proposal of the department and/or the study programme concerned.

The Director defines the hiring procedure in co-ordination with the department and/or study programme concerned.

3. The PhD students hired by the Institute with a four-year funding “package” including a four-year PhD scholarship and the possibility of a two-year teaching assistantship may, at the end of their second year, communicate their decision to be a teaching assistant in their third and fourth year.
4. May also apply for teaching assistant positions that remain to be filled in addition to those earmarked for PhD students with a four-year funding package: 1) PhD students who do not have the four-year funding when they start their PhD studies, and 2) all PhD students in their fifth year. If their application is accepted, they are hired for no more than one year; their contract is renewable without guarantee for a maximum duration of four years in the case of PhD students without the above-mentioned funding.

5. Regarding the PhD students referred to in paragraph 4 of this Article, the selection is made based on a file consisting of: a motivation letter, up-to-date curriculum vitae, letter from the supervisor, grades file with the grades for courses at the Institute and, if applicable, assessments by students of preceding courses where the applicant was a teaching assistant.

The heads of department and the head of the interdisciplinary study programme rank the applicants for these teaching positions based on this information.

#### **Article 21 Hiring PhD students with a research assistant contract**

1. The opening of a position for a PhD student with a research assistant contract is decided by the Director on the proposal of the department or study programme concerned.
2. PhD students with a research assistant contract are hired by the Director within the limits of the TRS Regulations.
3. PhD students with a research assistant contract are PhD students recruited by a professor (“principal investigator”) responsible for a research project (e.g. of SNSF Division 1, SNSF Sinergia or ERC type).
4. The Director defines the hiring procedure in co-ordination with the department and in agreement with the Direction of Studies.

If the professor wishes to announce the opening with the help of Human Resources to attract applications from outside the Institute, the Director may decide to create a selection committee and conduct the selection process in collaboration with the other members of the department to ensure that the selected PhD student meets the same expectations as are required from all other candidates in the PhD programme.

### **CHAPTER IX Hiring visiting faculty members, visiting professors and senior distinguished fellows**

#### **Article 22 Hiring visiting faculty members and visiting professors**

1. Visiting faculty members and visiting professors are hired by the Director after consulting the relevant department(s) or study programme(s).
2. The Director defines the hiring procedure within the limits of the TRS Regulations.

#### **Article 23 Appointment and hiring of senior distinguished fellows**

1. The title “Senior Distinguished Fellow” is granted by the Foundation Board on the proposal of the Director.
2. Senior distinguished fellows are hired by the Director after consulting the relevant department(s) or study programme(s).
3. The Director defines the hiring procedure within the limits of the TRS Regulations.

**CHAPTER X**  
**Appointment and hiring of honorary professors**

**Article 24 Appointment and hiring of honorary professors**

1. The department proposes the appointment of an honorary professor to the Director. The proposal must be supported by a majority of at least two thirds of the voting professors (associate professors and full professors). If the department has had to vote, the result of the vote must be indicated in the letter of the department head to the Director recommending the appointment to the rank of honorary professor.
2. The Director issues their own substantiated opinion.
3. The Director communicates this opinion and the recommendation of at least two thirds of the department to the Foundation Board, which decides.
4. The Director defines the hiring procedure within the limits of the TRS Regulations.

**CHAPTER XI**  
**Final provisions**

**Article 25 Entry into force**

1. After the positive recommendation of the *Collège des enseignant·e·s*, these AH Regulations were adopted by the Foundation Board on 18 November 2022 and came into force on their adoption date.
2. These AH Regulations apply to all appointment and hiring procedures initiated after the entry into force.
3. The French-language version is the authentic one.