

CENTRO DE ESTUDIOS MONETARIOS Y FINANCIEROS (CEMFI)

APPOINTMENTS COMMITTEE

Rules and procedures

Constitution and composition

1. The Appointments Committee was set up by the Board of CEMFI on 29 September 1997, with the purpose of making proposals concerning all appointments and promotions of faculty.

All proposals made by the Appointments Committee will be guided by the aim of achieving the highest standards of academic excellence.

2. The Appointments Committee has at least three members appointed by the Board. The Committee is chaired by a member of the Board also appointed by the Board. One of the members will be a senior member of the faculty. The members of the Committee are appointed for a period of three years.

Levels of appointment

3. There are four levels of appointment of faculty: Assistant Professor (level 4), Untenured Associate Professor (level 3), Tenured Associate Professor (level 2), and Full Professor (level 1).

4. The appointment of non-tenured faculty (levels 3 and 4) corresponds to the Executive Committee, while the appointment of tenured faculty (levels 1 and 2), as well as all promotions, corresponds to the Board.

Appointment of non-tenured faculty

5. For appointments of non-tenured faculty (levels 3 and 4), the Committee of Tenured Professors will prepare, based on the evaluation of the candidates' curriculum vitae, written work, letters of reference, and interview and seminar presentations, a short-list of candidates, with individual reports on each of them. On the basis of this

information, the Appointments Committee will prepare its proposal to the Executive Committee.

Minor review

6. The first two years of appointment of an Assistant Professor constitute a probationary period. At the end of the second year of his/her appointment, a minor review of performance will be conducted.

For this review, the Assistant Professor will submit an updated version of his/her curriculum vitae, copies of written papers, and a report on his/her recent research, indicating expectations of publications, and future research plans. The Appointments Committee will solicit one or more confidential reference letters, and the Director will write a report with an evaluation of the candidate's teaching, supervision of students, performance of administrative duties, and general contribution to the research environment.

On the basis of this information, the Appointments Committee will make a proposal to the Board in which either the contract is extended for one final year (if the teaching and research performance is judged to be inadequate), or the contract is renewed for four additional years without promotion, or (in the case of sufficient merit) the contract is renewed for four years with promotion to Untenured Associate Professor.

Major review

7. During the sixth year of appointment of an Assistant Professor or the fourth year of appointment of an Untenured Associate Professor, the major tenure review should take place. An Assistant or Untenured Associate Professor is entitled to delay his/her review to the seventh or fifth year of appointment, respectively, following pregnancy, maternity, or major illness with material impact on his/her research performance.

For this review, the Assistant or Untenured Associate Professor will submit an updated version of his/her curriculum vitae, copies of written papers, and a report on his/her recent research, indicating expectations of publications, and future research plans. The Appointments Committee will solicit two or more confidential reference letters, and the Director will write a report with an evaluation of the candidate's

teaching, supervision of students, performance of administrative duties, and general contribution to the research environment.

On the basis of this information, the Appointments Committee will make a proposal to the Board in which either the contract is extended for one final year, or the contract is renewed indefinitely with promotion to Tenured Associate Professor, or (in the case of outstanding candidates) the contract is renewed indefinitely with promotion to Full Professor. In making these decisions, the Appointments Committee will especially take into consideration the quality and impact of the publications.

Early review

8. Assistant and Untenured Associate Professors may propose, after non-binding consultation with the Committee of Tenured Professors, advancement of major review. In these cases, the procedures stated in 7 will apply.

Promotions

9. After having passed the minor review, Assistant Professors may request to be considered for promotion to Untenured Associate Professor. Tenured Professors can also propose to the Appointments Committee the promotion of an Assistant Professor to Untenured Associate Professor. The procedure for these decisions will be decided for each case by the Appointments Committee.

10. Tenured Associate Professors may request to be considered for promotion to Full Professor. Full Professors can also propose to the Appointments Committee the promotion of a Tenured Associate Professor. The procedures for these decisions will be decided for each case by the Appointments Committee.

Appointment of tenured faculty

11. For appointments of tenured faculty (levels 1 and 2), the Committee of Tenured Professors will prepare, based on the evaluation of the candidates' curriculum vitae and publications, a report on each candidate. The Appointments Committee will solicit two or more confidential reference letters, and on the basis of all this information, will prepare its proposal to the Board.