VACANCY NOTICE FOR TWO FULL-TIME
ACADEMIC POSITIONS

The Université libre de Bruxelles is recruiting two highly qualified full-time lecturers-researchers, in any discipline, for its academic staff.

Qualification requirements, research experience, and other criteria

Applicants must have completed a PhD and be able to demonstrate:

1) four years of experience in research when the contract begins (supporting documentation must be provided);
2) post-doctoral experience;
3) an outstanding research dossier.

Application process and desired skills

Applications must be submitted with the following documents:

1) an application letter
2) a curriculum vitae, including a list of publications;
3) a report on previous and current research activities, and a research project – including a presentation of how the applicant plans to integrate with ULB research teams;
4) a note on international achievements and projects;
5) a teaching dossier including a report on any previous teaching experience and a teaching project for the contract’s first five years – this project should be consistent with ULB’s vision and with the teaching profiles in the academic programmes to which the applicant proposes to contribute;
6) the names and e-mail addresses of five referees (respecting the gender balance) who may be contacted by those in charge of evaluating applications. These referees should not have conflicts of interest because of family or emotional ties.
7) a letter of support for the applicant from a full-time member of ULB’s permanent academic staff.

Applicants must also have worked outside of the institution where they have completed their PhD (whether during or after their PhD).

In order to carry out their research, applicants will also be asked to apply for a grant from the European Research Council (ERC), as well as for any non-ULB calls for funding or projects (e.g. Fonds de la recherche scientifique-FNRS (National Fund for Scientific Research – Belgium), regional or EU initiatives, etc.). For this purpose, applicants will be supported by ULB’s research department.

If applicable, selected applicants must learn French within three years of their start date, in order to be able to teach in French (B2 or C1 level, depending on the subject).
Without prejudice of previous applications to a similar position at ULB before the 2014-2015 academic year, applicants may not apply more than three times for a non-field-specific chair.

For additional information, applicants may contact Nadine Germeau (human resources department): Nadine.Germeau@ulb.ac.be.

Applications must be submitted with the documents mentioned in pages 1 and 2 of this notice, and sent in duplicate by mail to Yvon Englert, Recteur de l’Université libre de Bruxelles, avenue Franklin Roosevelt 50 – CP130 – 1050 Bruxelles (Belgium) and by e-mail to recteur@ulb.ac.be.

**Deadline for sending applications**
December 2, 2019

**Planned start date**
October 1, 2020

**Administrative reference number for this vacancy notice**
N° COA 21 10 2019 – point III.XX

Additional information about documents to be sent by e-mail with applications to recteur@ulb.ac.be, about the teaching dossier and about the selection process can be found at http://www.ulb.ac.be/ulb/vacances/academiques/index-18.html.
**Additional information relating to the files to be included in the application, the teaching dossier and the selection procedure.**

*The application must be sent by email to recteur@ulb.ac.be.*

**Concerning the minimum of four years’ teaching and research experience at the time of hiring**

It is imperative that documents attesting to four years\(^1\) of teaching and research experience be provided by the competent authorities of the scientific institution at which the work was carried out and that the following details be mentioned: position start and end date, type of status (employment contract, fellowship, stipend, etc.), specific titles, the nature of the post (teaching, research, pedagogical support, administration, etc.) and hours worked (expressed as a percentage, where 100% = full time). Documents must be in French or English.

**Concerning the application**

In addition to sending the paper version of the application, by post an in duplicate to Yvon Englert, Recteur de l’Université libre de Bruxelles, avenue Franklin Roosevelt 50 – CP130, 1050 Brussels (Belgium)\(^3\), the candidates must also email their application to recteur@ulb.ac.be; files must include the abbreviations below.

1) **LCA** : letter of application; 

2) **CVI** : curriculum vitae, including a list of publications 

3) **RAC** : report on previous and ongoing research activities (no more than 7000 characters – Arial 12 – single-spaced, approximatively 4 pages); 

4) **PRE** : research project (no more than 7000 characters – Arial 12 – single-spaced, approximatively 4 pages); 

5) **PIN** : note on international projects and achievements (no more than 7000 characters – Arial 12 – single-spaced, approximatively 4 pages); 

6) **PES** : teaching dossier, including a report on any previous teaching experience and a teaching plan for the 5 years following their appointment, that integrates, in a coherent manner, into the vision of the unit in which the candidate would be working and the teaching profiles of the programmes to which the candidate would contribute (no more than 7000 characters – Arial 12 – single-spaced, approximatively 4 pages); 

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\(^1\) Teaching and research experience takes into account: periods worked as a member of teaching and research staff in a university or scientific organisation in Belgium (or abroad, under certain conditions), in a scientific organisation financed by one of Belgium’s communities, or in an international organisation recognised by Belgium. Positions held at certain other organisations are also taken into account (the list can be obtained from the Teaching and Research Personnel Service – SPES – of the ULB Human Resources Department). In order to be taken into account, the work performed must be attested by the authorities of the organisations concerned.
7) **NAC**: names and contact email addresses of five referees (with equal gender representation) who may be contacted by the bodies responsible for evaluating the files; candidates should ensure that these people have no conflict of interest;

8) **ACA**: formal motivated acceptance of the application by a permanent full-time member of the ULB academic staff;

9) **ATF**: documents attesting to 4 years of teaching and research experience.

The teaching dossier is a document put together by the lecturer-researcher detailing their prospective teaching plan and current and recent teaching experience, in order to substantiate this aspect of their experience. The teaching dossier will include a report on how the applicant prepares each of their courses (lecture plans, content and competences), teaches (pedagogical methods, reflective analysis and evolution), and evaluates what has been learnt (appropriateness of assessment methods against the teaching objectives and contents). If applicable, the report will also cover how the lecturer-researcher proceeds as regards managing a pedagogical team, the list of completed training courses of a consistently pedagogical nature and their integration into the candidate’s teaching as well as any research activities relating to university pedagogy or didactics.

**Selection procedure**

The application is examined by a specific scientific committee made up of the competent authority in the faculty that corresponds best to the candidate’s research domain and/or to the teams which the candidate hopes to join. The committee is made up of three permanent members of ULB academic staff. It randomly selects two names from among the five referees put forward by the candidate and requests their opinion of the candidate. The committee summarises the file and assesses the quality on a scale of A to E (A = excellent; B = very good; C = good; D = poor; E = does not meet the eligibility criteria). A copy of the report is sent to the candidate.

After this initial examination, the University ranking committee draws up a shortlist and interviews the shortlisted candidates. The interview covers their Curriculum vitae, research project, teaching file, international activities and any other topics that the Committee deems relevant. For the members of the University ranking committee, see [http://www.ulb.ac.be/ulb/greffe/documents/evaluationscientifique.html](http://www.ulb.ac.be/ulb/greffe/documents/evaluationscientifique.html).

After interviewing all the candidates and deliberating, the University ranking committee selects between two and five times as many candidates as there are posts available and submits its report to the Rector.

After interviewing the candidates put forward by the University ranking committee, the Rector and the Vice-Rectors for the management of academic careers, research, teaching and international relations select the candidates to be put forward to the enlarged Committee of Rectors.

The enlarged Committee of Rectors is made up of the Rector, the Pro-Rector, the Former Rector and serving Honorary Rectors (with voting rights) as well as, in an advisory capacity, the Chair and Vice-Chair of the University ranking committee, one member of Academic Staff (one with a humanities and social sciences background, the other with a science and technology and health sciences background), two students (one with a humanities and social sciences background, the other with a science and technology and health sciences background), and two members of the administrative, technical, administrative and specialised staff.
whose function relates to research and/or teaching (one with a humanities and social sciences background, the other with a science and technology and health sciences background).

The committee puts its proposals to the Academic Council, the members of which are listed on http://www.ulb.ac.be/ulb/greffe/documents/docs/CONSEIL-ACADEMIQUE.pdf, which then makes the two appointments.

The permanent appointment to the academic staff of ULB is made at “Premier Assistant” level, if the candidate has had a PhD for less than eight years (on 1 October of the year of appointment). If the candidate has had a PhD for eight or more years, on 1 October of the year of appointment, then the appointment is made at “Chargé de Cours” level. As of their appointment, members of academic staff are authorised to use the honorary title of “Professeur”.