

Instituto de Asuntos Públicos (Institute of Public Affairs) at the University of Chile

1. General

The Instituto de Asuntos Públicos (Institute of Public Affairs) (INAP) at the University of Chile invites applications for two full-time (44 hours per week), non tenure-track positions. Candidates will have a clear interest in both teaching and research.

2. The positions

Code	General Area	Desired specialty	Main tasks
INAP 2015-01	Public Administration	<ul style="list-style-type: none">• Administration in public organizations• Modernization of public administration• Reform of the State• Comparative studies in public administration	Teaching, research, some academic administration and outreach.
INAP 2015-02	Political Science	<ul style="list-style-type: none">• Comparative Politics• Political institutions, processes and systems• Government and public policy	Teaching, research, some academic administration and outreach. Prioritize research in the first year.

3. General Prerequisites

In order to apply the requisites outlined in Art. 12 of Law No. 18,834 of the Administrative Statutes, whose updated text is established in Decree Law 29 of 2004, Finance Ministry, and officially published on 16 March 2005.

Applicants must possess a proven track record in teaching, publications, competitive research grants. At the same time, they must have a proven capacity for teamwork, independent thinking, leadership, working under pressure, commitment and responsibility.

3.1 Specific requirements for the position of INAP 2015-001 (public administration).

Applicants to the position of academic in Public Administration must meet the following requirements:

- Possess the degree of doctor or PhD.
- Undergraduate degree in the general area
- Minimum five years undergraduate or graduate teaching experience.
- Experience in research projects funded by national or international agencies.
- Possess a record of academic publication in the last five years (2010-2015) (articles in indexed journals (e. g. ISI, Scopus, Scielo, latindex), book chapters, working papers)¹.
- Experience in academic administration (chairing committees, etc.).

3.2 Specific requirements for the position of INAP 2015-002 (political science).

Applicants to the position of academic in Political Science must meet the following requirements:

- Possess the degree of doctor or PhD.
- Undergraduate degree in the general area
- Experiencia docente de pre y postgrado.
- Minimum 5 years' experience in research, including participation as principal researcher or co-researcher in projects funded by national or international agencies.²
- Possess a recent record of academic publication (articles in indexed journals (e.g. ISI, Scopus, Scielo, latindex)
- Participation in international conferences and seminars organized by recognized scientific societies.

¹ Papers accepted for publication will also be considered. Proof of acceptance must be presented.

² The ability to obtain competitive research grants is a priority for the Institute. For this reason, preference will be given to those who have previously won grants such as FONDEF, FONDAP, FONDECYT, MILENIO, ANILLO (among others), or international grants from institutions such as the Ford Foundation, the MacArthur Foundation, the OAS, the IDB (among others).

4. Requirements for both positions

- Letter of interest (maximum to pages)
- Curriculum vitae including: contact details; completed studies; grants, prizes and other achievements; recent publications; participation in congresses; undergraduate and graduate courses taught; administrative experience.
- Photocopies of academic degrees.
- Two letters of recommendation
- Letter certifying participation as a principal or co-researcher in research projects financed by national or international granting agencies.
- Copies of most relevant ISI or Scopus journal articles (published or accepted for publication). In the event of multiple authors, the applicant is expected to be the principal author.
- Declaration of intent regarding incorporation to the INAP:
 - In the case of Public Administration, indicating, at minimum, which undergraduate and graduate courses the applicant would be prepared to teach, justifying the choice of courses.
 - In the case of Political Science, indicating research to be conducted, plan for publications and undergraduate and postgraduate courses applicant would be prepared to teach (after the first year), justifying the choice of courses.

5. Selection process

Following university norms and regulations, the evaluation and selection of applicants is the responsibility of a Permanent Selection Committee, composed of INAP academics, which has established two stages to this process: a) review of CVs, and b) job talk before the Selection Committee.

a) Stage 1: CV Review

Within fifteen working days following the submission deadline, the Permanent Selection Committee will determine a shortlist for each of the two positions. Selection will take into account experience outlined in the CV, personal qualities, and relevance of teaching and research experience with the strategic interests of the INAP.

Should the Selection Commission determine that none of the applicants possesses fulfills the requirements stated below, the search may be nullified.

The following factors will be considered under a points system:

Item	Points
Applicant's educational background	Maximum 100 points
Teaching experience	Maximum 100 points
Research	Maximum 100 points
Publications	Maximum 100 points
Letters of Recommendation	Maximum 50 points
Acknowledgments and prizes	Maximum 30 points
University administration experience	Maximum 20 points

b) Stage 2: Job talk

Within a period of ten working days following the end of Stage 1, the Selection Committee will invite shortlisted candidates to present job talks. The presentation of their research is mandatory for all shortlisted candidates. Candidates will be notified of dates and format via email.

Once the second stage has been completed, the Selection Committee will meet and decide on a candidate for each position. The candidate selected will have obtained the maximum number of points.

6. Finalization of the job search

Having decided on appropriate candidates, the Search Committee will inform its decision in writing to the Director of the INAP. With this information the Director will present the names to the Institute Board for ratification.

A member of staff will inform the candidates of the decision via email, on behalf of the Search Committee.

7. Applications

Applications must be sent via email, with attachments including all the information requested above. Applications must be sent to convocatoriainap@iap.uchile.cl

Letters of recommendation must be sent (in Word or PDF format) directly by the referees to convocatoriainap@iap.uchile.cl.

Deadline for submission of documents: **11.59 PM, 10 September, 2015.**

Incomplete applications, or applications submitted past the deadline will not be considered. At the same time, documentation submitted past the stated deadline will not be considered.

8. Calendar

Process opens	10 August, 2015
Deadline for submission of documents	10 September, 2015
Deadline for notification of shortlist	30 September, 2015
Job talks	TBD, during October
Notification of selected candidates	First week of November

The Selection Committee may alter the dates. Any changes will be duly notified.

Note: Academic rank and salary will be determined according to the candidates' academic evaluation and experience.

To learn more about the Instituto de Asuntos Públicos, its teaching and research programs, please see www.inap.uchile.cl