



**Rules of Procedure
for the Assignment of Directorship**

*- adopted by the Senate of the Max-Planck-Gesellschaft on 20 June 1974
with immediate effect -*

Definition of Directorship

§ 1

1. Directorships are those exercised by the Head of an Institute or independent research unit, by the Head of an independent department and by the Scientific Members of the Board of Directors of an Institute (§ 28 para. 4 in conjunction with paras. 3, 5 and 8 of the Statutes of the Max-Planck-Gesellschaft).
2. Such Directorship entails the right as well as the duty to manage the area of responsibility assigned upon appointment.

Time Limit of the Directorship

§ 2

Appointments by the Senate to positions entailing a directorship (§ 13 para. 2d of the Statutes of the Max-Planck-Gesellschaft) should be limited to a duration of seven years. Deviations are permissible in exceptional cases; however, good grounds must be stated.

Decision Following Expiry of Time Limit

§ 3

1. The Verwaltungsrat shall decide at least six months before the time limit expires upon whether to renew the directorship for a further period of seven years. With regard to this decision, an effort should be made to achieve the sort of continuity that will enable the Institute to meet its scientific and organizational requirements (§ 28 para. 4 Sentence 2 of the Statutes of the Max-Planck-Gesellschaft).
2. Preparations for the decisions to be made by the Verwaltungsrat shall in each case be made by the competent scientific Vice President and a standing Scientific Committee in accordance §§ 4 and 5.
3. Should a holder of a directorship no longer wish to exercise such function, he or she may apply to the Verwaltungsrat for the function to be terminated. The Verwaltungsrat will then reach a final decision.

Scientific Committee

§ 4

1. The Scientific Committee shall be comprised of the conjoint Chairperson, two members of the Section to which the holder of the directorship belongs and one member from each of the other two Sections. The members of the Committee must not belong to the same Institute as the holder of the directorship.
2. The Verwaltungsrat shall designate the conjoint Chairperson and a Deputy for a period of office of six years. Each Section shall, from among its Scientific Members with directorship, elect two members and first and second deputies for the same period of time.
3. The Scientific Committee is convened by the Chairperson – or if he or she is prevented from so doing, by the Deputy Chairperson – acting in response to a resolution by the Verwaltungsrat. Should a member be prevented from participating, he or she shall be represented by the first deputy, or if the latter is likewise so prevented, by the second deputy. The 4th and 5th members are determined from among the elected members of the other two Sections by lot. Should the member so chosen be prevented from participating, Sentence 2 will apply correspondingly.

Procedure

§ 5

1. The scientific Vice Presidents must report to the Verwaltungsrat on the directorship due for renewal in their Sections at least one year before the time limits on this function expire.
2. Provided that there are no indications that warrant closer investigation, the Verwaltungsrat will renew the directorship for a further seven years.
3. Should the Verwaltungsrat decide to investigate, the Verwaltungsrat will call upon the Scientific Committee constituted with competence for the Section to which the holder of the directorship belongs to submit a recommendation with accompanying grounds within three months.
4. The Committee has an all-embracing right to request and receive information. Where necessary, the Committee should also seek the advice of suitably qualified scientists. The holder of the directorship should be given a hearing at the earliest possible stage in the deliberations.
5. The Committee procedures are confidential. All persons participating therein must be made aware of this confidentiality.
6. The Committee may recommend that a directorship is renewed or not renewed. Should it recommend non-renewal, it must attach a statement as provided for in § 7 no. 2.
7. Where the Committee has recommended non-renewal, the Verwaltungsrat must afford the party concerned a hearing before reaching its decision.

8. Should the Committee recommend in favour of renewal, the Verwaltungsrat should comply with this recommendation, unless the holder of the directorship has made application as per § 3 no. 3.
9. In the event that a directorship is not renewed, the party concerned may request written notification of grounds.

Appeal to the Senate

§ 6

1. Should the Verwaltungsrat not renew a directorship, the party concerned has the right within four weeks of receiving written notification to submit an appeal with substantiating grounds to the Senate. Should the party concerned have requested a statement of grounds, the time limit will commence upon receipt of the same.
2. The decision of the Senate is final. The members of the Verwaltungsrat shall take no part in this decision.
3. The Senate shall reach its decision on the basis of a report by the Chairperson of the Wissenschaftlicher Rat. This report must be prepared on the basis of the recommendations of the Scientific Committee, the decision by the Verwaltungsrat and the application by the party concerned. The party concerned must be given the opportunity to respond if there are new facts to be considered by the Senate in reaching its decision.
4. § 5 no. 9 is correspondingly applicable.

Position Following the Ending of a Directorship

§ 7

1. Should the directorship come to an end, the former holder shall be afforded a position in accordance with § 28 para. 6, first half of Clause 1 of the Statutes of the Max-Planck-Gesellschaft with the necessary work resources.
2. The extent of resources will be determined by the Verwaltungsrat in response to a statement by the Scientific Committee and by agreement with the Institute management and the party concerned.
3. § 6 applies accordingly.

Entry into effect

§ 8

Based on the resolution of the Senate dated 20 June 1974, these Rules of Procedure take effect on 20 June 1974.