

SciencesPo

# JOINING SCIENCES PO

## HOW TO APPLY FOR AN ADJUNCT FACULTY POSITION



## CHECK THE FOLLOWING CONDITIONS OF RECRUITMENT

### > RESPECT THE AGE LIMIT

Nobody of more than 67 years of age can be hired for this position.

### > CARRY OUT A PROFESSIONAL ACTIVITY

YOUR PROFESSIONAL ACTIVITY IS	CONDITIONS OF RECRUITMENT
<b>CIVIL SERVANT</b>	<ul style="list-style-type: none"><li>• Ensure at least 900 hours of work per year OR 300 hours of teaching</li><li>• Be authorised by your main employer to take a second paid job</li></ul>
<b>PRIVATE SECTOR EMPLOYEES</b>	<ul style="list-style-type: none"><li>• Ensure at least 900 hours of work per year OR 300 hours of teaching</li></ul>
<b>BUSINESS OWNERS / LAWYERS</b>	<ul style="list-style-type: none"><li>• Be a member of the management of a company or a manager-employee</li><li>OR</li><li>• Be liable for the professional tax declaration</li><li>AND</li><li>• Provide proof of having made a regular living from your occupation for at least three years</li></ul>

#### Supporting documents:

- Payslip for the current year
- Signed authorisation of your main employer

#### Supporting documents:

- Payslip for the current year

#### Supporting documents:

- A copy of your K-bis statement
- OR
- Proof of registration to the SIREN directory or to a professional order or to the Companies Register

Proof of having made a regular living from your occupation for at least three years. Either:

- Your last notice of assessment for the regional economic tax
- Your 3 most recent tax return forms
- Last notice of liability for URSSAF contributions with a payment schedule
- Your last payslip if you are a salaried director

## **SELF-EMPLOYED**

- Be affiliated to the self-employment regime
- AND**
- Provide proof of having made a regular living from your occupation for at least three years

### **Supporting documents:**

- A copy of the notice of affiliation to the autoentrepreneur scheme
  - Proof of having made a regular living from your occupation for at least three years.
- Either:
- Your last notice of assessment for the regional economic tax
  - Last notice of liability for URSSAF contributions with a payment schedule
  - Your 3 most recent tax return forms
  - Your last payslip

## **GRADUATE STUDENT**

- Be registered as a doctoral student for the academic year in which you will be teaching

### **Supporting documents:**

- Proof of administrative registration for the academic year you will be teaching

## **COMPOSERS - WRITERS**

- Be affiliated to the AGESEA or Maison des Artistes
- Proof of sufficient income from your main occupation

### **Supporting documents:**

- A recent proof of registration with AGESEA or Maison des Artistes

## **IN THE ENTERTAINMENT INDUSTRY**

- Be registered with unemployment office

### **Supporting documents:**

- Up-to-date proof of status from the unemployment office

## **RETIRED PERSONS**

- Receive a pension or early retirement allowance

### **Supporting documents:**

- A copy of your last pension slip or your retirement certificate

## **FREELANCER**

- Proof of sufficient income from your main occupation

### **Supporting documents:**

- Journalist professional card for the current year or last tax notice

## YOU MAY NOT BE RECRUITED IN THE FOLLOWING CASES

- Without a main professional activity (unemployment included)
- On maternity / parental leave
- On sick leave
- On availability leave (for civil servants only)

## CONTACT US

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## MORE INFORMATION

[www.sciencespo.fr/enseignants/en/join-us/teaching.html](http://www.sciencespo.fr/enseignants/en/join-us/teaching.html)