



Rules Concerning the Selection of New Members of the Utrecht Young Academy

These rules have been confirmed by the General Assembly of the Utrecht Young Academy (UYA). Membership of the UYA concerns a period of five (5) years.

Date of confirmation: 27 March 2017

Article 1. The Nomination Procedure

1. During odd years in the selection procedure (induction in the following year), the Board of the UYA will call for nominations from the following individuals or groups of individuals within Utrecht University:
 - a. Deans of the faculties;
 - b. Directors of strategic programmes;
 - c. Education vice deans; and
 - d. The diverse PhD councils.

Individuals or groups who fall within the scope of subparagraphs (a) through (d) may nominate a male candidate, a female candidate, and a diversity candidate¹. It is not mandatory to nominate an individual in each of these categories. The diversity category exists to ensure the diversity of candidates put forward; it does not, however, preclude the diversity candidate being nominated under other categories.

2. The Board of the UYA shall also request nominations from:
 - e. Current members and alumni of *De Jonge Akademie* of the KNAW at Utrecht University; and
 - f. Alumni of the UYA.

Individuals who fall within the scope of subparagraphs (e) and (f) may only nominate two candidates throughout their careers at Utrecht University.

3. During even years (induction in the following year), academics at Utrecht University may nominate themselves.
4. At the start of their membership, members of the UYA must be employed by Utrecht University and must have received their PhD degrees less than eight (8) years prior to nomination. In some cases, an extension clause may be applied. The period of eight (8) years can be extended with an additional two (2) years, in the case of demonstrable prolonged periods of leave in relation to illness, parenthood, pregnancy, or care. Extension is also possible if the candidate:
 - a. Has a part-time appointment in combination with caring responsibilities;
 - b. Is completing or has completed a specialist medical training as recognized by the KNMG; or
 - c. Has taken compassionate leave in combination with a specialist medical training.

¹ Diversity has a number of aspects, such as—but not limited to: race, ethnicity, nationality, gender identity, sexuality, social class, and religion. The aim is to increase the participation of individuals from groups identified as underrepresented in academia on a national level.

Article 2. The Nomination

1. The nomination should include the nomination form and a CV as a separate attachment. The nomination form and CV must be submitted in English.
 - a. The CV of the candidate (max. four (4) pages, excluding list of publications) must at least include:
 - i. A list of current and past appointments;
 - ii. A complete list of publications;
 - iii. An overview of education tasks;
 - iv. Any activities on boards;
 - v. Any public activities; and
 - vi. Indicators of external appreciation, such as grants, prizes, editorial membership, and invited lectures.
 - b. The filled-out nomination form shall contain the following components:
 - vii. Information about the candidate;
 - viii. A description of the originality and societal and academic importance of the research of the candidate, as well as their autonomy in setting up/contributing to a research line;
 - ix. A description of academic productivity in relation to what is usual in their field and their five best/most important publications;
 - x. A description of the public relevance of the research of the candidate and undertaken popularization activities;
 - xi. International and inter-/multidisciplinary activities in the field of education and research;
 - xii. A description of educational vision and educational achievements of the candidate, as evidenced by education evaluations, involvement in educational improvement projects, or educational awards; and
 - xiii. A motivation letter written by the candidate themselves, in which the candidate describes what their (future) vision is on important topics for the UYA and which activities they would like to undertake in relation to these topics.
2. A candidate may only be nominated for membership a maximum of two times.
3. Nominations must be submitted to the secretariat of the UYA, by 1 September at the latest, by sending an email to uya@uu.nl, including the filled-out nomination form and CV.

Article 3. Composition and Working Method of the Selection Committee

1. The Selection Committee shall be composed of three (3) members of the UYA, including a male, a female, and a diversity member representing three (3) different faculties. In addition, an external secretary without voting rights shall assist and monitor the selection procedure.
2. The members of the Selection Committee are chosen by a lottery. First, the members shall be divided into three groups (male, female, and diversity candidates). Lots will be drawn in accordance with these categories. In the case of a drawing of an individual within the same faculty, another lot will be drawn. The category from which the first lot is drawn shall alternate at each lottery for the Selection Committee.

The lottery shall preferably take place during a General Assembly and the lots shall be drawn by the Chairperson of the UYA.
3. Membership of the Selection Committee shall be for a period of one (1) year.

4. The Selection Committee shall request an external advisor for support during the selection procedure. This external advisor can for example be a former member of the UYA or a member or former member of *De Jonge Akademie* of the KNAW.
5. The secretary shall have a monitoring role in the selection procedure. This includes:
 - a. The monitoring of the procedure of the selection in accordance with the rules;
 - b. The monitoring of the effects of the selection procedure to ensure that a range of disciplines at Utrecht University is represented within the UYA (alpha, gamma, and beta disciplines); and
 - c. The monitoring of the effects of the selection procedure on the diversity within the UYA (proportion of male, female, and diversity candidates).

Article 4. Tasks and Duties of the Selection Committee

The selection committee shall compose a document with a list of the selected candidates in conformity with these rules for the appointment of UYA members to be confirmed by the Board of the UYA.

Article 5. Selection Criteria

1. In the first selection round, the Selection Committee shall assign points on the basis of the content of the nominations, which shall take into account the following criteria:
 - a. Quality of the CV;
 - b. Quality of the information presented in the nomination form; and
 - c. The motivation of the candidate.
2. In the second selection round, the Selection Committee shall consider the following criteria that are of specific interest to the UYA:
 - a. Passion for academic research and education;
 - b. Motivation to be active within the UYA and willing to contribute with time and ideas; and
 - c. Enthusiasm about topics such as academia and society, the relationship between research and education, inter-/multidisciplinary cooperation, and internationalization of education and research.
3. The Selection Committee shall strive to submit a proposal of selected candidates with an equal representation of alpha, gamma, and beta disciplines, and a diverse representation with respect to gender and diversity.

Article 6. Selection Procedure

1. The selection procedure consists of two (2) phases: a written and an oral selection phase.
2. In the written selection phase, all members of the Selection Committee shall individually assign written points to each nominee. They can only assign each nominee one (1; highest), two (2), or three (3; lowest) points. They may assign a one (1) up to as many candidates as the total number of vacancies; all remaining nominees shall be awarded either a two (2) or a three (3).
3. The assigned written points by the individual members of the Selection Committee shall be added up and included in an overview. The lower the average score of a nominee, the higher the nominee shall be listed in the ranking. The Selection Committee shall discuss the cases where a great disparity in the assignment of points is visible.

4. On the basis of the ranking, the Selection Committee shall compose a list of candidates who shall be invited for the oral phase. The number of candidates on this list shall not exceed three (3) times the number of members that shall be selected unless ties occur.
5. The list of candidates to be invited for the oral phase shall be submitted to the General Assembly. Every individual member can give advice about the proposed candidates. The advice cannot constitute a reason to not invite the candidate concerned for an interview.
6. The oral phase shall consist of individual interviews (maximum of twenty [20] minutes per interview) with all the candidates on the list. The interviews shall primarily focus on the aspects named in Article 5 (2).
7. The individual members of the Selection Committee shall compose, independently from each other, a ranking of the candidates on the basis of the interviews. After adding the rankings together, the Selection Committee shall draft a provisional ranking on the basis of the total grading. This provisional ranking shall be discussed once again in relation to the selection criteria, as identified in Article 5. On the basis of this discussion, the Selection Committee shall draft the definitive ranking. The Selection Committee shall take into account the balanced proportions required within the entire selection, as meant in Article 5 (3).
8. On the basis of the definitive ranking and within two (2) weeks after the selection interviews, the Selection Committee will submit the list with the selected candidates to the Board of the UYA to be confirmed.
9. The confirmation is a decision by the Board of the UYA; an appeal and/or objection within the meaning of the General Administrative Law Act is not possible.
10. The confirmation shall be communicated in writing to the selected candidates within two (2) weeks of the decision by the Board of the UYA. Hereafter, a press release will follow, in which the selection will be made public.
11. The nominated candidates who did not take part in the oral rounds and who were not selected shall receive a letter from the Selection Committee with a notice of rejection within two (2) weeks after the decision of the Board of the UYA.