



## 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: 20 September 2023

### 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<sup>1</sup>:
  - a. Deans of the faculties and UCU;
  - b. Directors of strategic programmes;
  - c. Education vice deans; and
  - d. The various PhD councils;
  - e. The UYA Alumni network.

These individuals or groups should nominate a maximum of 3 candidates with attention to Diversity.<sup>2</sup>

2. Nomination and selection timelines, calls and deadlines are coordinated with the UMCU-YA. Calls for nominations towards the medical faculty, Strategic programme of Life Sciences and the UMC shall include nomination forms from both Young academies. The calls shall include a document explaining the differences between UYA and UMCU-YA, both in mission and in activities.
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.

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<sup>1</sup> 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.

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<sup>1</sup> Note that Utrecht University here includes the Faculty of Medicine, which falls to an important extent under the responsibility of Utrecht Medical Centre (UMC).

<sup>2</sup> 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. The filled-out nomination form shall contain the following components:
  - a. Information about the candidate;
  - b. An elaboration of the candidate as a scholar and teacher;
1. The 5 most important achievements: (a combination of) Team, Research, Impact, Professional Performance, Leadership and Education.
  - c. A vision for the university;
5. A vision for UYA, including the envisioned activities of the candidate.
2. A CV of the candidate in a format he/she/they deem(s) appropriate. The CV is a maximum of 2 pages long, additional relevant material such as a list of publications or other academic outputs can be added in an appendix.
3. A candidate may only be nominated for membership a maximum of two times.
4. Nominations must be submitted to the secretariat of the UYA, by 25 November at the latest, by sending an email to [uya@uu.nl](mailto:uya@uu.nl), including the filled-out nomination form and CV.

## Article 3. Composition and Working Method of the Selection Committee

2. The Selection Committee shall be composed of three (3) members of the UYA, with an eye for appropriate gender balance and including members representing three (3) different faculties. In addition, an external secretary without voting rights shall assist and monitor the selection procedure.
3. The members of the Selection Committee are chosen by a lottery. In the case of a drawing of an individual within the same faculty or an improper gender balance, another lot will be drawn.

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

5. The Selection Committee shall request an external advisor for support during the selection procedure. This external advisor can for example be a UYA Alumnus.
6. 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.

#### 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 phase, 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 phase, 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 other forms of 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 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 phase 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.