

**PROFESSOR POLICY IN BRIEF**

**UTRECHT UNIVERSITY**

**March 2015**

# Utrecht University Professor Policy in Brief

## 1. Introduction

The University has expressed the ambition in the Strategic Plan 2012-2016 to not only rank among the best universities in the Netherlands, but also in Europe. If we are to achieve our ambition, this means that all academic staff we appoint must rank among the best in his or her field in the Netherlands as well as internationally. This applies all the more to professors. Our ambition to rank among the best universities translates to the following objectives:

- to recruit more international top-level talent;
- to strive for sufficient diversity among the professorial body;
- to not only retain top-level talent, but also
- to stringently select talent on the pathway towards professorship.

Both the faculties and the University share responsibility for achieving these objectives. The Faculty Board initiates the candidate recruitment and selection procedure ensuring candidates meet the required quality level. In many cases actively scouting for talented candidates would be recommended. The Board for the Conferral of Doctoral Degrees and the Executive Board have a role in imminent professorial appointments.

This memorandum discusses the following topics:

1. Types of chairs
2. Appointment procedure
3. Faculty plans for professorial positions
4. Promotion of professors
5. Emeritus professor policy

## 2. Types of chairs

Utrecht University distinguishes various types of professors, as described below.

Professors employed by the Faculty of Medicine occupy a special position in that they work at the University Medical Center Utrecht in the position of unsalaried professor at Utrecht University.

Type of chair	Duties and responsibilities	Term of appointment	Appointment
Professor  Specific roles are Faculty Professor and University Distinguished Professor.	Teaching and research remit  Leadership is an explicit responsibility of professors.  The option to place a specific focus on teaching, research, clinical care or knowledge transfer.	Fixed-term or an indefinite period of time	Fixed-term or an indefinite period of time  Job classification H2 or H1
Endowed chair	An endowed chair is sponsored by an external organisation.	Five-year term, may be extended.	The holder of the chair is a Utrecht University employee.
Professor by Special Appointment	Teaching and/or research remit	Five-year term, eligible for extension for one additional five-year term.	A special chair must be established by an external organisation. The chair holder is not appointed by Utrecht University but works on the basis of a hosting agreement. In principle the costs, including salary costs, are borne

			by the organisation establishing the chair.
Visiting professors	Professor from another university who is temporarily appointed to Utrecht University.	No appointment required, except for the F.C. Donders and Belle van Zuylen Chairs.	The chair holder is not appointed to Utrecht University, with the possible exception of the F.C. Donders and Belle van Zuylen Chairs.  Practical matters are arranged in the hosting agreement.

### 2.1 Professors

Professors play a key role in teaching and research, and in organising these activities. The qualification requirements for professors are specified in WP-FLOW II.

With effect from 1 March 2015 the University will no longer differentiate between professors with a specialised remit and core professors. The option to appoint a professor with a special focus, on education or clinical care for instance, continues to apply. In the event of the appointment of a professor with a special focus, this will be stated in the profile report and in the professor's position description. It may also be incorporated in the name of the chair (teaching and research remit).

The University has defined the steps involved in a career pathway in education, see Appendix 1. An education career could lead to an appointment with a special focus on education. Similar agreements have not yet been made for other appointments with a special focus.

A professor may be appointed for a fixed-term or for an indefinite period of time. The Executive Board takes decisions on converting fixed-term appointments into appointments for an indefinite period of time. See Appendix 2 for the criteria.

University Distinguished Professors are appointed by the Executive Board in recognition of excellent academic staff whose vision and reputation transcends disciplinary boundaries. University Distinguished Professors are given the freedom to initiate innovative methods of teaching and research. University Distinguished Professors are appointed for a five-year term. Faculties can designate professors who make a key contribution to the faculty profile and to the integration of its constituent disciplines as Distinguished Professor of the Faculty.

### 2.2 Endowed chair

An endowed chair is a special type of chair reserved for the University's most eminent professors. Endowed chairs are sponsored by an external organisation and may also be named after the external organisation.

Endowed chairs are intended to promote the name and reputation of the external organisation and at the same time manifest Utrecht University's commitment to working closely with regional partners. The University establishes endowed chairs in areas that exemplify particular facets of its profile (e.g. strategic themes, focus areas, faculty core research areas).

Aside from covering salary costs, the external organisation also finances a sizeable personal budget for research in the relevant area (in general, approx. €500,000 for a four-year period). The appointments are temporary for a maximum term of five years, with the option of temporary reappointment. Utrecht University safeguards academic independence from the sponsor via specific provisions in the partnership agreement drawn up with the external organisation.

### 2.3 Professors by Special Appointment

External organisations (legal entities) can submit a request to the Executive Board to establish a chair at the University in order to promote education or research in a particular field. The basic criteria is that this special chair should make a specific contribution to the University's research and/or teaching activities or to knowledge transfer activities not previously available in the professorial body. The organisation requesting the chair and the University must both have an interest in developing the field in question.

Authorisation for the establishment of a special chair is granted by the Executive Board, in consultation with the Board for the Conferral of Doctoral Degrees and the Dean of the relevant faculty. The integral costs of the chair, including salary, infrastructure, overhead costs, etc. (as a guideline, €50,000 per year for a 0.2 FTE appointment) are financed by the external legal entity.

After authorisation has been granted to establish a chair, in consultation with the Dean the external organisation establishes an Appointments Advisory Committee which is responsible for recruitment and selection. The external legal entity appoints the candidate to the special chair after having obtained consent from the Executive Board.

In principle, the Professor by Special Appointment is not appointed by Utrecht University but works on the basis of a hosting agreement. On appointment, clear agreements are made with the chair holder regarding his or her duties and on the specific, measurable results expected. The Dean ensures that a review is held with the chair holder every year to discuss progress and results.

The authorisation for the establishment of a special chair is valid for a five-year period. On the basis of an evaluation, the authorisation and the candidate's appointment may be extended for one additional term on the expiry of the five-year term. A candidate's appointment may not be extended more than once. However, the establishment period of the chair may be extended for a second term.

#### *2.4 Visiting professors*

Faculties can invite professors from other countries to come to Utrecht University for a certain period as visiting professors.

Aside from visiting professors, the University has two other types of fixed-term professorships: the Belle van Zuylen Chair and the F.C. Donders Chair. Both chairs are appointed on an annual rotating basis.

#### Belle van Zuylen Chair

2014-2015	Geosciences and Social and Behavioural Sciences
2015-2016	Humanities and REBO

#### F.C. Donders Chair

2014-2015	Sciences and Veterinary Medicine
2015-2016	Sciences and Geosciences
2016-2017	Sciences and University Medical Center Utrecht

The relevant faculty can submit nominees for the Belle van Zuylen Chair and the F.C. Donders Chair to the Executive Board. The costs of the appointed chair holders are reimbursed to the relevant faculty. In principle, only the staff costs are reimbursed for the duration of the chair holder's appointment up to a maximum period of six months for job level 1 professors. If the amount available is only partially used to cover staff costs, the remaining funds may be used to reimburse travel expenses or other material expenses.

### **3. Appointment procedure**

The University offers three pathways leading to a professorial appointment:

- *Open, international recruitment*  
A Faculty may choose to recruit international, top-level talent.
- The tenure track (external talent)

A Faculty may undertake a recruitment drive to attract external top-level talent, who may be enticed by the prospects of a professorial position. A stringent selection procedure applies.

- The *career track (internal talent)*

A Faculty can identify and retain top-level talent on the pathway towards professorship by combining a career track, subject to stringent admissions requirements, with agreements on the criteria to be met for a professorial appointment.

In all cases the appointment procedure is based on a defined step-by-step plan. First, the step-by-step plan for international recruitment is outlined below, followed by the step-by-step plan for career track or tenure track appointments.

*Step-by-step plan for open, international recruitment*

1. The recruitment and selection of professors is based on a current faculty plan for professorial positions drawn up each year specifying the chairs at the faculty, the anticipated vacancies in the next three to five years and how the faculty plans to fill the vacancies.
2. If a vacancy arises the Dean establishes a Profile Committee which draws up a description of the chair, called the profile report. Appendix 3 contains a template for the profile report. The Profile Committee may have the same composition as the Appointments Advisory Committee (see Appendix 6).
3. Candidate recruitment is based on the profile report. Open and international recruitment applies to all professorial positions. In many cases actively scouting for talented candidates would be recommended.
4. The Dean establishes an Appointments Advisory Committee which is responsible for recruitment and selection. The members of an Appointments Advisory Committee in any event include the relevant Director of Education and at least one female professor/Associate Professor. Furthermore the Committee must include at least one external member. See Appendix 6 for the composition of committees, including the Appointments Advisory Committee.
5. Each Appointments Advisory Committee includes in its report the names of the leading researchers in the field worldwide (at least five, including at least two women) against whom the Committee benchmarks the nominated candidate. Appendix 4 contains the template for the report of the Appointments Advisory Committee.
6. The Executive Board discusses the Committee's report and the advice issued by sister faculties, together with the advice received from the Board for the Conferral of Doctoral Degrees, before the relevant Dean makes (formal) agreements with the candidate.
7. To qualify for a professorial appointment, new professors are required to have worked in an external role outside Utrecht University for a significant period of time (in principle five years), including at least one year abroad. In addition internal candidates are required to have obtained a Senior Teaching Qualification as well as a Senior Researcher Qualification. Agreements are made with external candidates to obtain both of the above qualifications<sup>1</sup>. The procedure should preferably include a development assessment (prior to or immediately after appointment) in view of developing leadership and communication skills, etc.

Departures from the above procedure must always be discussed and agreed in consultation with the Rector and the Dean prior to commencing the procedure.

---

<sup>1</sup> See the University Framework for the Utrecht University Academic Staff Qualification System (<http://www.uu.nl/SiteCollectionDocuments/OenO/RegelingenenHandleidingen/BKO%20SKO%20kader%20U.pdf>)

### *Step-by-step plan for career track or tenure track appointments*

1. Each Faculty specifies in the plan for professorial positions, the positions it wishes to fill by means of career and tenure tracks. The Dean decides each year, based on the current situation, for which positions candidates will be recruited that year and discusses this with the Rector in the annual quality assurance review.

The University has defined the steps involved in career or tenure track appointments with a specific focus on education, see Appendix 1. Similar agreements have not yet been made for other appointments with a special focus.

2. The admission criteria are as follows:
  - a. proven quality in the fields of education, research and/or knowledge transfer;
  - b. at least five years' work experience outside Utrecht University, including at least one year abroad;
  - c. recommendations from at least two professors outside Utrecht University, preferably from abroad.
3. The candidate selection procedure takes place at the faculty. When selecting candidates, sufficient attention must be paid to diversity/gender diversity by, for instance, ensuring that at least one female professor/Associate Professor is included in the selection procedure.
4. Candidates who are admitted to a career or tenure track are appointed to the position of Associate Professor. Firm agreements are made with the candidates concerning the criteria they are required to meet in order to qualify for a professorial appointment after a certain period of time. In most cases this is a three to five-year period. All candidates are required to obtain the Senior Teaching Qualification as well as the Senior Researcher Qualification<sup>2</sup>. Furthermore they are required to have obtained a good score in the 360° feedback assessment for leadership skills, etc. A development assessment may form part of the procedure.
5. The Dean notifies the Executive Board of the candidates who have been accepted for the career and tenure tracks as well as the agreements made with them on the professorial appointment criteria.
6. Candidates are evaluated annually on the basis of defined general (Utrecht University-wide) and specific (faculty) criteria. The most appropriate juncture is during the Assessment and Development Review (*B&O-gesprek*).
7. Six months prior to expiry of the agreed period, the Dean submits the candidate's nomination to the Executive Board, including the advice received from sister faculties. The faculty explains the extent to which the candidate has satisfied the pre-defined professorial appointment criteria.
8. The Board for the Conferral of Doctoral Degrees advises the Executive Board on the nominee. Each faculty is represented on the Board for the Conferral of Doctoral Degrees, partly by deans and partly by senior professors. The Board for the Conferral of Doctoral Degrees is chaired by the Rector.
9. The Board for the Conferral of Doctoral Degrees holds a monthly plenary meeting to discuss nominations. It considers the extent to which the candidate has satisfied the agreed criteria, and also discusses the quality of the candidate.
10. The nomination is discussed by the Executive Board together with the advice issued by the Board for the Conferral of Doctoral Degrees and that of sister faculties. If the Executive

---

<sup>2</sup> See the University Framework for the Utrecht University Academic Staff Qualification System (<http://www.uu.nl/SiteCollectionDocuments/OenO/RegelingenenHandleidingen/BKO%20SKO%20kader%20U.pdf>)

Board has a positive opinion on the nominee, the Dean is notified accordingly and the Executive Board appoints the candidate.

11. Faculty funds are used to finance tenure and career tracks. The Dean is responsible for ensuring that the professorial positions to which candidates advance are incorporated in the plan for professorial positions.

Departures from the above procedure must always be discussed and agreed in consultation with the Rector and the Dean prior to commencing the appointment procedure.

### **Faculty plans for professorial positions**

Each faculty draws up its own plan for professorial positions describing the composition of professorial staff for the medium term and outlining how the faculty keys into developments in the field and which considerations guide its appointment of professors to vacant chairs. The plan for professorial positions is regularly updated to reflect the current situation.

The Dean and the Rector discuss the plan for professorial positions once a year, the maximum number of faculty chairs and expected developments (e.g. new emeritus professors, promising professorial candidates), with a view to formulating strategic parameters for decisions regarding the appointment of individual professors. They also establish faculty guidelines governing the specific qualifications that professors and tenure and career track positions are required to meet.

The plan for professorial positions in any case incorporates the following:

- the current number of professors and the professorial staff make-up (age distribution, male/female ratio etc.) and the desired situation;
- plans and wishes concerning filling vacancies, through tenure or career tracks, or otherwise;
- choices relating to programme content and how it ties in with strategic themes and research focus areas;
- policy on diversity/gender diversity

### **5 Promotion**

Professors are eligible for promotion from job level 2 to job level 1 in line with the national University Job Classification system (UFO), as implemented in Utrecht University's WP-FLOW II. When promoting professors from level 2 to level 1, particular consideration is given to the candidate's overall quality and the job weighting. The relevant criteria as specified in WP-FLOW II pertain to:

- academic authority (including on the basis of publications and doctorate conferrals);
- teaching capabilities;
- management qualities and contributions;
- earning capacity: grants from indirect and contract funding;
- societal contributions;
- other particulars attesting to academic standing.

In considering candidates for promotion, the Dean takes advice from a faculty committee made up of job level 1 professors plus one external member. The committee members are appointed for a three-year term and are eligible for reappointment for a second term.

Subsequently, the Dean consults with the Executive Board on the proposed promotion. Promotions must first be discussed with the Rector and President of the Executive Board before the Executive Board takes a decision.

### **6. Emeritus professor policy**

As part of the exit interview with retiring professors, the Dean discusses the possibility of continuing engagement following the retirement.

The policy for emeritus professors provides three options:

- (a) regular agreements with emeritus professors;

- (b) emeritus professors with whom the Dean makes customised agreements;
- (c) emeritus professors who are appointed (e.g. part-time) on the Dean's proposal with the Executive Board's consent.

*(a) Regular emeritus professor positions*

All emeritus professors enjoy the following privileges:

- the faculty provides a SOLIS ID carrying the designation 'emeritus', which also guarantees access to the University Library (including digital collections) and campus licences;
- the University invites the emeritus professor to University functions;
- the University arranges for the mailing of Illuster.

*(b) Customised agreement between the Dean and the emeritus professor*

In this case, the Dean makes an individual agreement with the retiring professor that does not involve any form of employment, including an unsalaried appointment.

The agreement specifies:

- the activities the emeritus professor is expected to perform;
- the compensation, if any, and if so in what form;
- any relevant facilities to be provided (physical access, workstation, support, infrastructure etc.).

The agreement can initially be made for a maximum period of two years and may be extended by the Dean once thereafter for an additional two years. Practical details of the arrangement can be laid down in a hosting agreement or in an agreement for services<sup>3</sup>.

*(c) (Part-time) post-retirement appointment*

Where the Dean opts to offer a retired professor a (part-time) professorial appointment with the corresponding salary, the Executive Board decides on the proposal submitted by the Dean. The same responsibilities continue to apply as those applicable to the appointment of an 'ordinary' professor.

The appointment can initially be made for a maximum period of two years and may be extended by the Executive Board at the Dean's request once thereafter for an additional two years.

*Right to supervise doctoral candidates ('Ius promovendi')*

Under the Dutch Higher Education and Research Act (*Wet Hoger Onderwijs en Wetenschappelijk Onderzoek*, or WHW), professors retain the right to supervise PhD candidates for five years after their resignation. In principle, Utrecht University only applies this provision to PhD candidates who were already registered at the graduate school before the professor's retirement.

---

<sup>3</sup> A hosting agreement template is available on the intranet.



## Appendix 1 Career in education

*Draft appendix to the memorandum concerning the revised professor policy*

### Background

Utrecht University has a long tradition of placing particular emphasis on lecturer quality and professionalism and is regarded as a role model in this area by other universities. In the 1990s Utrecht University was the first university in the Netherlands to introduce a Basic and Senior Teaching Qualification, which has now been adopted by all other universities. Fifteen years ago the University founded its Center of Excellence in University Teaching launching the Education Leadership training programme, which other Dutch universities now participate in. Utrecht University was the first Dutch university to create a differentiation framework for professors also offering scope for professors with a specialised remit in education. A new initiative launched in 2011 is the annual appointment of a teaching fellow, who acts as the 'face' of educational innovation at a faculty and is given the time and opportunity to work on educational innovation.

In short, if there is a place somewhere in the Netherlands which offers a good basis for facilitating career advancement, it surely is Utrecht. However, this has not quite materialised. The general feeling is – and this is probably justified – that research achievements largely dictate successful careers whilst educational achievements tend to pale into insignificance. The argument put forward in many cases is that educational achievements are difficult to measure whereas publications make it relatively easy to properly assess research achievements. The methodology described below therefore provides the tools to objectify the assessment of a career in education and helps the Dean select lecturers for such a career.

### Four steps

The following proposal, which aims to more clearly define a career in education at the University, uses *existing* elements that combine to illustrate a clear-cut career pathway to both employees and the Dean concerned. The diagram below illustrates a model career in education:



#### 1. Educational leadership

The Educational Leadership training programme offered by the Center of Excellence in University Teaching (CEUT) serves as a basis for a career in education. All lecturers who aim to pursue a career in education must successfully complete the training programme. The participants in the programme are nominated by the Dean and selected by the Center of Excellence programme management, made up of prominent Utrecht University professors. The participants must meet the following minimum requirements. They:

- have at least obtained the Basic Teaching Qualification or reached an equivalent level.
- have questions they will learn from about developing and managing programmes surpassing the course level (higher aggregation level);
- perform management duties in faculty programmes;
- they attend the training programme from start to finish, in other words they participate in themed meetings, work on a project and take part in a study trip.

#### 2. Portfolio

On completion of the training programme, CEUT alumni aspiring to advance their career in education, undergo further development in the area of educational leadership and document their development in a portfolio, in the manner applicable to the Basic and Senior Teaching Qualifications. The documents are collated in the portfolio and serve as proof of the activities performed in the area of educational innovation, and personal development as an educational leader. During this period lecturers work on their Senior Qualification(s), should they not yet have obtained them, needless to say in consultation with their supervisor(s).

#### 3. Career track

Lecturers who have successfully completed the above steps can then submit a request to the Dean seeking admission to the career track. The Dean takes a decision on admission on the basis of the quality of the lecturer's portfolio and personal development, which is contingent on a Senior Teaching Qualification. The lecturer is promoted to Associate Professor during the career track and makes agreements with the Dean on the criteria to be met for professorship. A further criterion is that the publications authored by the lecturer concerned equate to the average number published by his or her peers. The career track covers a minimum of three years, during which the lecturer undergoes further development. A development assessment may form part of the procedure. A mentor, an experienced professor at the faculty, is designated to the candidate. The teaching component of the career track consists of two important ingredients:

- Peer review, by internal and external peers, of the educational activities (teaching as well as activities focusing on educational innovation and professional development) performed by the Associate Professor.
- External orientation. The career track participant will be given the opportunity during his or her appointment to explore developments outside Utrecht University, which in any event include a number of visits abroad. The Associate Professor returns to Utrecht University having acquired knowledge of educational concepts and innovation from abroad and shares that knowledge with colleagues.

The procedure set out in the professor policy is the procedure pursued for the career track. For the sake of completeness, the steps are repeated below:

- a) Candidates who are admitted to a career track are promoted to the position of Associate Professor. Firm agreements are made with the candidates concerning the criteria they are required to meet in order to qualify for a professorial appointment after a certain period of time. All candidates are required to obtain the Senior Teaching Qualification as well as the Senior Researcher Qualification. In most cases this is a three to five-year period. A development assessment may also form part of the procedure.
- b) The Dean notifies the Executive Board of the candidates who have been accepted for the career track positions as well as the agreements made with them on the professorial appointment criteria.
- c) Candidates are evaluated annually on the basis of defined general (Utrecht University-wide) and specific (faculty) criteria. The most appropriate juncture is during the Assessment and Development Review (*B&O-gesprek*).
- d) Based on the evaluations the Dean decides whether the candidate should be nominated for a professorial appointment. The nomination must be submitted by the Dean to the Executive Board six months prior to the expiry of the agreed period. The Faculty explains the extent to which the candidate has satisfied the pre-defined professorial appointment criteria.
- e) The Executive Board takes a decision on the candidate's appointment.
- f) Faculty funds are used to finance career tracks. The Dean is responsible for ensuring that the professorial positions to which candidates advance are incorporated in the plan for professorial positions.

#### *4. Professorship*

The final step in career development is a professorial appointment. When discussing the plan for professorial positions, each faculty may wish to consider making agreements on the minimum number of professors appointed on the basis of prominence and educational achievements.

## Appendix 2 Submission of professor nominations

Nominations for professors and requests to extend/convert fixed-term appointments into appointments for an indefinite period of time must be submitted to the Executive Board. The nomination is discussed by the Executive Board together with the advice issued by the Board for the Conferral of Doctoral Degrees and that of sister faculties. The Board for the Conferral of Doctoral Degrees holds monthly meetings (except for August), and the Executive Board weekly meetings (except during the summer recess).

The schedule below shows the turnaround time for nominations. The schedule does not take account of details (public holidays, summer recess, negative advice from the Board for the Conferral of Doctoral Degrees or requests for further information, etc.).

Timing	Activity	Responsible party
14 days before the date on which the Board for the Conferral of Doctoral Degrees holds its meeting	Submission of nominations	Faculty
Date of the meeting held by the Board for the Conferral of Doctoral Degrees	Nomination is discussed by the Board for the Conferral of Doctoral Degrees	Secretary to the Board for the Conferral of Doctoral Degrees
7-14 days after the date on which the Board for the Conferral of Doctoral Degrees holds its meeting	Nomination is discussed by the Executive Board	Secretary to the Board for the Conferral of Doctoral Degrees
7-14 days after the date of the Executive Board meeting	Candidate receives letter of appointment	Secretary to the Board for the Conferral of Doctoral Degrees

The following documents must be submitted together with nominations and requests for the extension of appointments:

### Nomination of a new professor

- Letter from the Dean.
- Completed form: 'New or amended professor appointment' (*Benoeming of wijziging van benoeming van een hoogleraar*; see Appendix 7).
- Profile report. See Appendix 3 for the profile report template.
- Appointments Advisory Committee report. See Appendix 4 for the report template and Appendix 6 for the committee composition criteria.
- Recent CV, including list of publications. See Appendix 5 for CV requirements.
- Advice issued by sister faculties (if the candidate has never served as a professor). Should not all of the sister faculties issue positive advice, the Dean and the Rector will consult prior to submitting the nomination.

### Request to establish a special chair

- Request from the organisation wishing to establish the chair
- Letter from the Dean.
- Profile report. See Appendix 3 for the profile report template.
- Regulations governing special chairs. See Appendix 8 for the regulations template.

### Nomination of a new Professor by Special Appointment:

- The nomination is submitted by the organisation wishing to establish the chair
- Letter from the Dean.
- Completed form: 'New or amended professor appointment' (*Benoeming of wijziging van benoeming van een hoogleraar*; see Appendix 7).
- Profile report. See Appendix 3 for the profile report template.
- Appointments Advisory Committee report. See Appendix 4 for the report template and Appendix 6 for the committee composition criteria.

- Recent CV, including list of publications See Appendix 5 for CV requirements.
- Advice issued by sister faculties (if the candidate has never served as a professor). Should not all of the sister faculties issue positive advice, the Dean and the Rector will consult prior to submitting the nomination.

When nominating a new Professor by Special Appointment, the external organisation wishing to establish the chair must first submit a request accordingly. After the Executive Board has granted consent, the organisation establishing the chair may nominate a candidate.

**Extension of the appointment of an incumbent professor (Professor by Special Appointment or other temporary appointment):**

- Letter from the Dean.
- Completed form: 'New or amended professor appointment' (*Benoeming of wijziging van benoeming van een hoogleraar*; see Appendix 7).
- Profile report drawn up for the purpose of the appointment.
- Candidate evaluation by a faculty committee. The agreements made with the candidate upon appointment serve as a guideline. See Appendix 6 for the evaluation committee composition criteria.
- Recent CV, including list of publications. See Appendix 5 for CV requirements.
- For the extension of the appointment of a Professor by Special Appointment: the request for extension from the organisation that has established the chair and the Regulations governing the chair. See Appendix 8 for the Regulations template.

## **Appendix 3 Profile report template (preferably drawn up in English)**

The template below serves as a guideline for drawing up a profile report.

### **1. Introduction**

- Concise (rather than detailed) description of:
  - Name and scope of the chair.
  - Category of the chair and, where applicable, special focus.
  - Positioning of the chair in the Faculty.
- Composition of the Profile Committee.

### **2. Field of study**

- Description of the field of study.
- Future and current developments in the field.

### **3. Importance of the chair**

- Scientific importance.
- Societal importance.
- Importance of the profile for Utrecht University and the Faculty.
- Professor by Special Appointment: profile of the organisation establishing the chair and the importance of the chair for both the above organisation and the faculty.

### **4. Positioning of the chair**

- Internal positioning, within the Faculty, in relation to other chairs in the department/discipline.
- Internal positioning, within the Faculty, explaining how the chair ties in with the University focus areas and/or strategic themes.
- External positioning, neighbouring chairs in the Netherlands and abroad.

### **5. Internal situation**

- Description of the department (and relevant research network, where applicable).
- Department providing the education.
- Department carrying out the research.
- Description of the chair holder's duties and responsibilities.

### **6. Chair holder profile and requirements**

### **7. Any references and/or publication list**

### **8. Any investment aspects**

## Appendix 4 Template for the Appointments Advisory Committee report

The template below serves as a guideline for drawing up the Appointments Advisory Committee report.

### 1. Introduction

- Drafting the profile report.
- Composition of the Appointments Advisory Committee.
- Explanatory notes to the composition and remit of the above Committee (see Appendix 6 for the committee composition criteria).

### 2. Recruitment and scouting

- What channels have been used to communicate the vacancy in the Netherlands and abroad, as standard, for instance:
  - Utrecht University website
  - Academic transfer
  - Dutch Network of Women Professors (LNVH)
  - The Young Academy (The Royal Netherlands Academy of Arts and Sciences, KNAW)
  - VKbanen.nl and nrccarriere.nl/ (Dutch job sites)
  - [www.euraxess.eu](http://www.euraxess.eu) (European portal for Researchers and Scientists)
  - [Scientific channels and networks]
- In what manner did you scout for the chair, for instance:
  - Consultation with sister faculties.
  - Consultation with international academic authorities in the field.
  - Approached specific, prospective candidates.

### 3. Selection

- Describe the responses (the number of female, external and internal candidates and candidates from abroad).
- How many candidates were invited for interviews (the number of female, external and internal candidates and candidates from abroad)?
- How many interview sessions took place and with which candidates? Candidates who are not nominated should remain anonymous.
- Candidates selected for the final interview session should preferably hold a public lecture as part of the selection procedure. The confidentiality of the procedure should not be comprised.

### 4. Nomination

- The Committee should concisely set out the consideration for the candidate selected. If a male candidate is nominated, the Committee report must clearly explain the reasons for not selecting a female candidate.
- Did the the Committee unanimously agree with the nomination?
- Short biography of the nominated candidate: [Name], born in [year], graduated in [discipline] at [name of institution] in [year]. The candidate earned his/her PhD at [name of institution] in [year]. He/she has been working as [position] at [name of institution] from [year].
- Leading researchers in the field worldwide (at least five, two of whom are women) against whom the nominated candidate has been benchmarked.

### 5. Motivation

- Substantiation of the nomination (in terms of content): research, education, fund-raising ability, societal relevance and visibility and management and leadership qualities.

### 6. Final conclusion

## **Appendix 5 CV requirements for the professorial nomination**

- The nominee's CV must be current (no later than three months ago).
- The nominee's CV must at minimum contain a summary of personal details, education, work experience, external funds raised, publications and the Basic and Senior Teaching and Research Qualifications.
- The nominee's CV should not contain an exhaustive list of presentations, lectures, abstracts, etc. but rather a concise summary of important presentations at the most.
- Under publications, only include those 'in press' and not those 'submitted'. Scientific/scholarly publications, specialised publications and publications in newspapers and magazines must all be listed separately.

## **Appendix 6 Composition of committees**

### **Composition of the Appointments Advisory Committee**

- Professors and, where applicable, Associate Professors from neighbouring areas of expertise, whereby:
  - the relevant Director of Education is a member of the Appointments Advisory Committee
  - at least one member is female;
  - at least one member is from another Utrecht University department;
  - at least one member is an external member (non-UU/UMCU), preferably from abroad.

Where a special chair is concerned, a representative from the organisation establishing the chair is a member of the Appointments Advisory Committee.

### **Composition of the Faculty Evaluation Committee when converting a fixed-term appointment into an appointment for an indefinite period of time**

- at least two professors from the Faculty, and
- at least one member who is an external member (non-UU/UMCU), preferably from abroad;
- none of the members are the candidate's supervisor and/or co-author<sup>4</sup>.

### **Composition of the Faculty Evaluation Committee when extending the appointment of a Professor by Special Appointment**

- at least two professors from the Faculty, and
- at least one member who is an external member (non-UU/UMCU), preferably from abroad, and
- a representative from the organisation establishing the chair,
- in which none of the members are the candidate's supervisor and/or co-author<sup>4</sup>.

### **Composition of the Curatorial Panel for a Special Chair**

- The majority of the Curatorial Panel serve as professors at the University.
- The composition of the Curatorial Panel is set out in the Regulations governing the Chair.

### **Composition of the Faculty Committee for promotions of job level 2 to job level 1 professors**

- two job level 1 professors from the faculty (appointed for a three-year term);
- at least one external professor, preferably from abroad (added on an ad hoc basis per procedure),
- who are neither the candidate's supervisor nor the candidate's co-author<sup>4</sup>.

---

<sup>4</sup> i.e. a colleague who has regularly/often co-authored with the candidate for a longer period of time





## **Appendix 7: Nomination submitted to the Executive Board for the appointment/reappointment of a professor**

Date of nomination ...
by the Dean of the Faculty...

<b>Candidate details</b> <ul style="list-style-type: none"><li>▪ Surname, first names, initials, title(s)</li><li>▪ Sex</li><li>▪ Home address</li><li>▪ Obtained Senior Teaching Qualification/Basic Teaching Qualification on...</li></ul>
--

### **I. Nomination for a new appointment with effect from...**

<b>How was the nominee recruited?</b> ...
<b>How have you looked for female candidates?</b> ...

<b>Recommendations obtained from:</b> <ul style="list-style-type: none"><li>○ Sister faculties: ...</li><li>○ Other: ...</li></ul>
--

<b>Type of chair (mark the applicable option)</b> <ul style="list-style-type: none"><li>○ Professor</li><li>○ Professor by Special Appointment</li><li>○ With a special focus on:<ul style="list-style-type: none"><li>Education</li><li>Research</li><li>Knowledge transfer</li><li>Clinical Care</li></ul></li></ul>
--

<b>Term of appointment (mark the applicable option)</b> <ul style="list-style-type: none"><li>○ Appointment for an indefinite period of time</li><li>○ Fixed-term appointment, in this case ... year(s)</li></ul>
---

**Formulate teaching and research remit**

...

**Terms of the appointment (mark the applicable option)**

- Professor employed/not employed by Utrecht University
- Hours of the appointment (FTE):
- Duration of the appointment:
- Professor not employed by Utrecht University:

Professor employed by...  
attached to Utrecht University through:

- Hosting agreement (applicable to Professors by Special Appointment)
- Unsalaries appointment (in exceptional, specific cases)
- Secondment agreement

**II The nomination concerns a change in the appointment with effect from...****The change in the appointment concerns: (mark the applicable option)**

- Converting a fixed-term appointment into an appointment for an indefinite period of time
- Converting the appointment of a Professor by Special Appointment (appointed on ....) to Professor

**III The nomination concerns extension of the appointment with effect from...****Extension of the appointment of a Professor by Special Appointment**

Commencement date of new term of appointment: ...

Duration of the term of appointment: ...

Professor by Special Appointment employed/not employed by Utrecht University

Updated agreements with the organisation that has established the chair are attached/not attached (explain if they are not).

## Appendix 8 Template for the Regulations governing a Special Chair

Regulations governing the Special Chair  
[Name of teaching and research remit]

1. The Special Chair is established by [name of organisation], a Legal Entity with full legal capacity, at the Faculty of [name] at Utrecht University.
2. [Name of organisation], a Legal Entity with full legal capacity, has decided to establish the Special Chair at the Faculty of [name] at the University for a five-year period, with effect from [date] until [date].
3. The Professor to be appointed by the Legal Entity with full legal capacity will work in the field of [name of teaching and research remit].
4. A curatorial panel will supervise the Chair. The curatorial panel will be appointed by the Board of the Legal Entity with full legal capacity, hereinafter referred to as the 'Board'. The curatorial panel consists of at least three members, the majority of whom are members of the University's academic staff. The latter members are appointed on the basis of a proposal submitted by the Dean of the Faculty. The composition of the curatorial panel is as follows:
  - Prof. [Name](Chairperson)
  - Prof. [Name]
  - Prof. [Name]
5. The Board appoints the professor for a five-year term. In special cases the Professor may be appointed for a shorter term. The Professor is eligible for reappointment for one additional term. The professorial appointment and reappointment is subject to the prior consent of the Utrecht University Executive Board. The Professor has no employment contract with Utrecht University (name of Faculty).
6. Each year the curatorial panel submits a report to the Board on the teaching and research activities performed by the Professor. The Board notifies the Dean of the relevant faculty of the report.
7. Well before the expiry of the validity period of the authorisation, the curatorial panel ensures that an evaluation takes place of the performance of the chair against the background of its objective or remit, on the one hand, and the Faculty's teaching and research policy, on the other.
8. Should the Professor appointed by the Legal Entity with full legal capacity fail in his or her duties or be guilty of misconduct, the curatorial panel will take the necessary urgent measures. Having heard the curatorial panel, the Board will issue a warning, suspend the Professor or terminate his or her appointment.
9. Termination of the appointment other than resignation will not take place until the Board has communicated the reason for intended termination to the interested parties and has offered them the opportunity to contest the matter.
10. The Board of the Legal Entity with full legal capacity may grant the Professor an allowance.
11. Within a year of the commencement of his or her appointment the Professor is expected to hold an inaugural lecture.
12. Should the interpretation or the application of these regulations be called into question, a decision will be taken by the Board of the Legal Entity with full legal capacity.

Adopted on [date]

By the Board of [name of the organisation, a Legal Entity with full legal capacity]

[Name and signature of the Director/Managing Director/CEO]

Seen by [name and signature of the Dean of the Faculty of X]