

Framework for Requirements for Appointments and Promotions of UvA Academic Staff*

Valid from 1 April 2006

Regulations governing Requirements for Appointments of Academic Staff

Article 6.4 of the CAO of Dutch Universities authorises the Board to set out appointment requirements that candidates must meet in order to be considered for individual academic staff job profiles. The appointment requirements that form a part of these Regulations appear in the third column of the attached table.

Explanatory notes on the Requirements for Appointments of Academic Staff

Apart from a few objections that are still to be resolved, the classification of current staff into University Job Classification System job profiles is now complete. The aim of the Regulations governing Requirements for Appointments (*Regeling Benoemingseisen*) is to create clarity for new appointments and promotions. The appointment requirements are one of the facets that make up the UvA's career development policy for academic staff.

The framework is based on three principles:

- transparency
- academic freedom and quality
- the employer's duty of care towards its employees

Amongst other things, this duty of care means that every employee is entitled to fair treatment and pay as well as equal opportunities in appointments, promotions and advancement. A certain degree of uniformity in human resources policy and its implementation is therefore essential. To ensure academic freedom and promote the quality of teaching and research, it is vital to take into account and to create scope for differentiation between faculties and, where possible, between disciplines.

Faculty long-term plans play a decisive role in determining whether there is scope for appointments and promotions. The UvA has been agreed that faculty strategic personnel management will be addressed during the regular consultations between the Board and the dean each year (by order of the Board on 12 September 2002).

UvA policy is to apply the same requirements to promotions (*bevorderingen*) as to appointments (*aanstellingen*). To avoid a lack of clarity within faculties on the application of criteria, all promotions must be based on a recommendation issued by a department chair or promotions or appointments committee. For promotions to a higher job level within the same job profile, a substantiated recommendation issued by a supervisor designated by the dean is sufficient.

Candidates for academic positions must be capable of carrying out the job-related tasks described in the University Job Classification System and of performing as required. For each academic position, candidates must hold at least the corresponding qualifications specified in the attached list.

* Disclaimer: This translation is provided for information purposes only. In the event of a difference of interpretation, the original Dutch version of this text is binding.

Each faculty can set further specifications for its job profiles and additional appointment requirements (conforming to the attached list) according to the needs of the discipline concerned. *Faculties draw up their own policy for this purpose.* Faculties are asked to state in their annual report to what extent staff meet their faculty framework of requirements for appointments. Executive Staff fulfil their supervisory role by comparing annual report results and issuing recommendations for possible adjustments to individual faculty frameworks.

In creating job advertisements, faculties specify not only the job profile descriptions and corresponding University framework requirements, but also the faculty-specific requirements. Faculties submit their policy frameworks for requirements for appointments to their works councils. The special criteria that apply to clinical lecturers in Dentistry and post-doctoral researchers at the SCO-Kohnstamm Institute and the Institute for Migration and Ethnic Studies, which are determined by the respective faculties, are set out in the relevant faculty policies.

Position	Scale	Requirement for appointment ⁱ	Faculty policy
doctoral candidate	10	academic training	details of training
lecturer 4	10		details of training
lecturer 3	11	teaching certificate (modular basic qualification)	details of experience
		teaching experience	
		must meet lecturer 4 requirements	
lecturer 2	12	teaching plus (modular basic qualification)	details of experience
		must meet lecturer 3 requirements	details of portfolio
lecturer 1	13	doctorate ⁱⁱ /must meet basic qualification requirements	publications
		must meet lecturer 2 requirements	details of portfolio
post-doctoral researcher 4	10	academic training	details of training
			level of marks
post-doctoral researcher 3	11	doctorate	publications
		must meet post-doctoral researcher 4 requirements	
		post-doctoral research experience	details of experience
post-doctoral researcher 2	12	supervision of research group	success and scope 2 nd /3 rd flow of funds
		must meet post-doctoral researcher 3 requirements	
		refereed publications	number of publications
post-doctoral researcher 1	13	must meet post-doctoral researcher 3 requirements	
		series of national/international refereed publications	2 nd /3 rd flow of funds/no. of publications
university lecturer 2	11	doctorate	details of doctorate
		teaching experience/teaching (modular basic qualification)	
university lecturer 1	12	experience as university lecturer 2	publications, level and number
		teaching plus (modular basic qualification)	scope and details of experience
		must meet university lecturer 2 requirements	including supervision of doctoral candidates or otherwise
			details of portfolio
senior university lecturer 2	13	series of publications	scope of series
		national/international experience	scope and details of experience
		must meet university lecturer 1 requirements	details of portfolio
		peer recognition	details of recognition
		must meet basic teaching qualification requirements	
senior university lecturer 1	14	experience as senior university lecturer 2	scope and details of experience
		must meet senior university lecturer 2 requirements	details of portfolio
		experience of supervising doctoral candidates	no. of doctoral candidates supervised
professor 2	15	recognition as a national/international authority	details of recognition
		experience of management and supervision	details of experience
		executive management experience	scope and details of publication series

		must meet senior university lecturer 1 requirements	no. of doctoral candidates supervised
			details of portfolio
professor 1 (research & management)	17	groundbreaking research	scope and details of publication series
		executive management experience at a national level	scope and details of lectures etc.
		ability to develop a faculty-wide strategy	leading and groundbreaking strategy
		must meet professor 2 requirements	no. of doctoral candidates supervised
			details of portfolio
professor (teaching)	17	groundbreaking research	scope and details of publication series
		ability to develop a faculty-wide strategy	leading and groundbreaking strategy
			scope and details of lectures etc.

ⁱ Explanatory notes on the status of the requirements: further to the provisions of Article 6.4 of the CAO NU, the Board has established these requirements for appointments of academic staff as general binding provisions. It is UvA policy to apply the same requirements to promotions as to appointments of academic staff. In the case of promotions, the requirements therefore have *policy* status rather than that of generally binding provisions. This is an important distinction because *it is not possible to deviate from general binding provisions* in either a positive or negative sense. Policy, on the other hand, is a description of the procedure to be followed in similar situations. If the application of policy leads to an unfair situation, it is possible to deviate from this policy in favour of the employee.

ⁱⁱ It is possible to deviate from requirements relating to doctoral degrees in highly exceptional cases. Decisions to do so must be substantiated by a promotions or appointments committee and then submitted to the dean.