UNIVERSITY OF AMSTERDAM

FRAMEWORK FOR REQUIREMENTS FOR APPOINTMENTS AND PROMOTIONS OF UvA ACADEMIC STAFF *

Valid from 1 April 2006

> *∗ 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.*

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.

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) - teaching experience - must meet lecturer 4 requirements	- details of experience
lecturer 2	12	- teaching plus (modular basic qualification) - must meet lecturer 3 requirements	- details of experience - details of portfolio
lecturer 1	13	- doctorate [ii] /must meet basic qualification requirements - must meet lecturer 2 requirements	- publications - 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 - must meet post-doctoral researcher 3 requirements - refereed publications	- success and scope 2nd/3rd flow of funds - number of publications
post-doctoral researcher 1	13	- must meet post-doctoral researcher 3 requirements - series of national/international refereed publications	- 2nd/3rd flow of funds/no. of publications
university lecturer 2	11	- doctorate - teaching experience/teaching (modular basic qualification)	- details of doctorate
university lecturer 1	12	- experience as university lecturer 2 - teaching plus (modular basic qualification) - must meet university lecturer 2 requirements	- publications, level and number - scope and details of experience - including supervision of doctoral candidates or otherwise - details of portfolio
senior university lecturer 2	13	- series of publications - national/international experience - must meet university lecturer 1 requirements - peer recognition - must meet basic teaching qualification requirements	- scope of series - scope and details of experience - details of portfolio - details of recognition
senior university lecturer 1	14	- experience as senior university lecturer 2 - must meet senior university lecturer 2 requirements - experience of supervising doctoral candidates	- scope and details of experience - details of portfolio - no. of doctoral candidates supervised
professor 2	15	- recognition as a national/international authority - experience of management and supervision - executive management experience - must meet senior university lecturer 1 requirements	- details of recognition - details of experience - scope and details of publication series - no. of doctoral candidates supervised - details of portfolio
professor 1 (research & management)	17	- groundbreaking research - executive management experience at a national level - ability to develop a faculty-wide strategy - must meet professor 2 requirements	- scope and details of publication series - scope and details of lectures etc. - leading and groundbreaking strategy - no. of doctoral candidates supervised - details of portfolio
professor 1 (teaching)	17	- groundbreaking research - ability to develop a faculty-wide strategy	- scope and details of publication series - 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.