

## **CRITERIA AND PROCEDURE FOR APPOINTMENT AND PROMOTION OF SENIOR UNIVERSITY LECTURERS**

Faculty of Humanities, Leiden University

### **Criteria for appointment as Senior University Lecturer (from University Lecturer to Senior University Lecturer)**

1. A University Lecturer (*universitair docent UD*) in the Faculty of Humanities is eligible for promotion to Senior University Lecturer (*universitair hoofddocent UHD*) if he/she has not only shown excellent performance in the area of research over a longer period of time, but also delivers (at least) good teaching quality and has shown at least sufficient performance in the two other evaluation domains (management / administration and funding acquisition / contribution in the public arena).
2. A University Lecturer in the Faculty of Humanities is also eligible for promotion to Senior University Lecturer if he/she has shown excellent teaching skills in combination with (at least) good research qualities. In this case, too, he/she is expected to have shown at least sufficient performance in the other two evaluation domains. This career step is restricted to the level of Senior University Lecturer. For promotion or appointment to the position of Professor (*hoogleraar*), excellent research performance continues to be important.

### **Objective of the job**

(source: University Job Classification (UFO) profile for Senior Lecturer)

#### *Teaching*

To develop and deliver assigned interconnected academic study components for a variety of target groups, based on the faculty education programme, and also tailored to the needs expressed by society, with the aim of achieving the learning objectives associated with the learning outcomes of the study components with respect to students' knowledge, understanding, skills, competences and attitudes.

#### *Research*

To initiate, acquire, conduct and valorise academic research, in a broad (interdisciplinary) or specialist research area (a research area that requires a pioneering research approach) in line with the 'capacity group' plan (*capaciteitsgroep*: the academic unit or department within a faculty), with the aim of developing and applying recognised academic knowledge and insights within a research area, and achieving their valorisation for academia, society and -where possible- the government and private sector.

Excellent performance in the different evaluation domains can be defined as follows:

1. Research: (in addition to the first two points, two of the other points according to choice)
  - Coordinating and ensuring the realisation of his/her own (innovative) research programme.
  - Regularly competing to acquire external research grants with the result of excellent evaluations by peer reviewers (quality worthy of a grant) or acquisition of grants.
  - The prospective Senior University Lecturer has several dozen publications in his/her name, of which a considerable number are in international, anonymously and peer reviewed, national and international

journals or arguably equivalent publication media, published by prestigious publishers in the relevant discipline (so-called 'A-publications').

- The prospective Senior University Lecturer has been extensively involved with the supervision of PhD candidates. He/she has already repeatedly (on average once every two years) acted as a co-supervisor of dissertations, with responsibility for the majority of the supervision.
- Dissertations produced under his/her supervision are declared ready for defence within five years after the start of the PhD track (converted to full-time basis).
- His/her work is frequently cited in the specialist literature. Use will be made here, if possible, of the citation score developed in the context of the ESF.
- He/she is regularly invited to be a guest lecturer by universities outside the Netherlands.
- He/she is regularly invited to be a (keynote) speaker at international conferences or workshops.

## 2. Teaching: (in addition to the first three points, at least three of the other four points)

- The prospective Senior University Lecturer is a valued member of teaching staff, who can show highly positive teaching evaluations.
- The prospective Senior University Lecturer holds the University Teaching Qualification (UTQ / BKO) certificate.
- The prospective Senior University Lecturer holds the Senior Teaching Qualification (STQ / SKO) if the promotion takes place in the context of point 2 in the first section (excellent teaching and (at least) good research qualities).
- The prospective Senior University Lecturer has for a long time been responsible, in a convincing manner, for the de facto management of education programmes or curricula in the study programme or the research institute.
- He/she has taken several initiatives in the area of innovative learning within the discipline, and has successfully completed and implemented these projects in the curricula of the study programme.
- He/she is a valued<sup>1</sup> BA/MA thesis supervisor.
- The prospective Senior University Lecturer has published a text book / teaching method that is also used in university education outside Leiden University.

## 3. Management / administration: (at least two of the three points)

- The prospective Senior University Lecturer has considerable experience with management and administration at different levels of the faculty (for example: study programme, research / education institute, faculty education or research committees, appointment committees, etc.). He/she has built up a reputation in these bodies as a creative and successful manager, and can show the results of this.<sup>2</sup>
- He/she is involved as an organiser with education programmes, including international programmes, at PhD level.
- He/she has a leading role in national and international organisations or journals within the

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<sup>1</sup> A set of instruments for the purpose of obtaining an objective and substantiated picture of the quality of a staff member's BA/MA thesis supervision has not yet been developed and adopted within Leiden University. The HR Department is producing a proposal for further elaboration and implementation.

<sup>2</sup> A set of instruments for the purpose of obtaining an objective and substantiated picture of a staff member's managerial qualities and results has not yet been developed and adopted within Leiden University. The HR Department is producing a proposal for further elaboration and implementation.

discipline (editor of journal, chair of academic organisation, NWO committees, international research projects).

4. Funding acquisition / contribution in the public arena: (at least two of the three points)

- The prospective Senior University Lecturer has succeeded in acquiring research funding for others (PhD candidates / postdocs) from NWO or other organisations. At least one of these externally funded research projects has already been successfully completed (PhDs / books).
- The prospective Senior University Lecturer has acquired funding within the University or elsewhere for innovative learning projects.
- In terms of contribution in the public arena, the prospective Senior University Lecturer is known nationally, or preferably even internationally, as a valued expert who regularly makes authoritative contributions to public debate relating to the discipline (press, popular science publications, etc.).

### **Competencies and skills**

According to the UFO system, the following competencies apply to the position of UHD: environmental orientation, vision, managing for results and persuasiveness. In addition, the FB has added the following competencies to the profile: cooperation/team spirit and organizational sensitivity and connecting leadership. The candidate UHD must have demonstrated possession of these competencies.

The candidate UHD meets the requirements included in the university's [Language Policy](#) (*Taalbeleid*). In the case of promotion, this means, among other things, that foreign employees must have Dutch language proficiency at B1 level.

Everyone who is promoted from UD to UHD must take the course 'Supervising PhD candidates' within one year.

### **Scaling of Senior University Lecturer and promotion from Senior Lecturer 2 to Senior Lecturer 1**

For the job of Senior University Lecturer, the UFO profile Senior Lecturer 1 is regarded as the actual job, with the full job scale 14. When a staff member is promoted from Lecturer 1 (*UD 1*) to Senior University Lecturer, he/she is first placed in the job Senior Lecturer 2 with (starting) scale 13.

Promotion to the full job scale will take place under the following conditions:

- He/she has worked as a Senior Lecturer 2 (UHD 2) for at least 2 years;
- Demonstrably correct and complete fulfilment of all Senior Lecturer responsibilities, as evidenced by a recent positive Performance & Development Interview (ROG) with a minimum score of 4;
- Consent of the Dean, on behalf of the Faculty Board.

### **Appointment procedure**

Before the recommendation is submitted to the Faculty Board (FB), agreement will be reached with HR and Financial & Economic Affairs (FEA). If a promotion is to take place, the Board requires personnel-related and financial advice on the proposal. This advice is then submitted to the Board, together with the reasoned recommendation of the Academic Director's (AD) request.

Part of HR's advice can be that the potential prospective Senior University Lecturer is offered a development assessment, to check whether he/she has the skills required to effectively take on the administrative and managerial role and its associated responsibility. The HR advisor concerned can prepare (organise) and

supervise this development assessment. If the prospective Senior University Lecturer has the potential for the job, an individual learning plan that he/she will follow should be linked to the development assessment.

The procedure for becoming eligible for the job of Senior University Lecturer is then as follows:

1. The AD of the institute sends the proposal for the recommendation to HR, so that HR together with FEA can formulate personnel-related and financial advice on the recommendation;
2. HR submits the recommendation of the AD of the institute, together with the advice formulated by HR and FEA, to the FB;
3. On the basis of this recommendation, the FB decides whether or not to continue with the procedure;
4. The AD of the institute and the staff member are informed by the FB about this decision;
5. If the procedure is continued, the FB asks the faculty Research Committee for advice;
6. The Research Committee is provided with the file relating to the prospective Senior University Lecturer, holds an interview with him/her and also obtains further information, including from the stated (inter)national referees;
7. On the basis of the information, the Research Committee issues advice to the FB;
8. The FB takes a decision;
9. The AD of the institute and the staff member are informed by the FB about this decision.

#### Step-by-step plan for appointment and promotion

Action		By whom	To whom	Timeline
<b>Preparation by institute</b>				
1.	The AD has discussion with Institute Manager and HR advisor about the plan <b>to start</b> a procedure for promotion of a University Lecturer to Senior University Lecturer / Senior University Lecturer 2 to Senior University Lecturer 1.	AD	HR advisor	start
2.	HR advisor advises the AD about the procedure and the file that must be produced.	HR	AD	immediately
3.	AD writes request for recommendation for promotion to the FB and produces the file (referees, updated CV, updated publication list and STQ/SKO if applicable).	AD	HR	2 weeks
4.	HR advisor receives the file and checks that it is complete.	HR		2 days
5.	HR advisor and FEA colleague write advice for FB.	HR/FEA	FB	5 days
6.	HR advisor delivers complete file, including advice, to FB.	HR	FB	1 day
<b>Decision-making by Faculty Board</b>				
7.	The FB reads the file and decides whether or not to proceed with submitting the file to the Research Committee for its advice.	FB	Research Committee	within 1 week after FB meeting
8.	The Research Committee holds an interview with the staff member, obtains advice and gives its written, substantiated advice.	Research Committee	FB	5 weeks
9.	<ol style="list-style-type: none"> <li>a. After receiving the Research Committee's advice, the FB takes a decision to promote the staff member, and then informs the AD, HR advisor and staff member.</li> <li>b. If the FB decides not to promote the staff member, it informs the AD, HR advisor and staff member about this intention, stating</li> </ol>	FB	AD HR advisor Staff member	within 3 days after FB meeting

	the reasons for it.			
10.	Continuation of 9b: The FB invites the AD and staff member to give their view on this intention.		AD Staff member	within 2 weeks
11.	<ul style="list-style-type: none"> <li>a. The FB changes its intention, and decides to promote the staff member (possibly under certain conditions).</li> <li>b. The FB decides not to promote the staff member, and gives its reasons.</li> </ul>		Staff member AD HR advisor	5 days

**NB: days are working days**

*Adopted by the Faculty Board of the Faculty of Humanities on 15 November 2016*