

## **Leiden University Regulations on Filling of Vacancies 2014**

Leiden University regulations stipulating the rules with regard to the filling of vacancies.

### **Article 1 Definitions**

In these regulations, the following definitions apply:

- a. *Executive Board*: the Executive Board of Leiden University;
- b. *Unit*: faculty or non-faculty service;
- c. *Employee*: salaried employee, as referred to in the CAO of Dutch Universities, employed by Leiden University;
- d. *Person responsible for the vacancy*: the Executive Board or the Dean or Director in whose unit there is a vacancy;
- e. *Staff redeployment regulations*: Leiden University Staff Redeployment Regulations 2014;
- f. *Redeployment candidate*: an employee as referred to in Article 1, under (d) and (e), of the Leiden University Staff Redeployment Regulations;
- g. *Internal candidate*: an applicant who is employed by Leiden University as well as an applicant as referred to in Article 9.14, paragraph five, of the CAO of Dutch Universities, in so far as this person is no longer a redeployment candidate;
- h. *Operational management*: the Administration Directorate of the Administration and Central Services of Leiden University.

### **Article 2 Applicability**

These regulations apply to vacancies within Leiden University, with the exception of vacancies for members of the Executive Board, professors, PhD candidates and student assistants.

### **Article 3 Origin of vacancy and career development agreements**

1. A vacancy arises when a new position is created or when an existing position becomes fully or partially available and qualifies to be filled (or re-filled).
2. By way of derogation from the first paragraph, no vacancy arises in the following situations:
  - If the interests of the institution require on the grounds of Article 1.10 of the CAO of Dutch Universities that a particular employee be assigned to the position in question.
  - If the position in question is a tenure track position, as referred to in Article 6.5a of the CAO of Dutch Universities.
3. By way of derogation from the first paragraph, no vacancy arises if the person responsible for the vacancy decides, following consultation with Operational Management, and possibly following a reorganisation of the tasks, that an employee with whom career development agreements have previously been made in writing qualifies for the position in question.
4. Career development agreements can be made regarding the following:
  - a. Progression to a different position within the unit in which the employee currently works, in as far as the position in question is not rated higher than scale 11.
  - b. Progression to a position within the same group of positions as that in which the employee currently works, but outside the employee's current unit.
5. Career development agreements also include the conditions that an employee has to demonstrate he or she has met in order to qualify for a vacant position.

6. The career development agreements referred to in paragraph four, under (b), are registered both by the unit where the employee currently works and by Operational Management.

#### **Article 4 Vacancy announcement**

The person responsible for the vacancy will submit an announcement to Operational Management, on the basis of the profile of the vacant position.

#### **Article 5 Order of precedence in filling vacancies**

1. Redeployment candidates are the first to be informed of vacancies.
2. An employee with the status of redeployment candidate will be redeployed to a vacant position if this position is considered to be suitable in accordance with Article 6 or 10 of the Staff Redeployment Regulations.
3. If the position is suitable for more than one redeployment candidate, selection interviews will be planned with the candidates in question, so that their suitability can be further assessed.

#### **Article 6 Recruitment**

If there is no suitable redeployment candidate for the position in question, the vacancy announcement will be published on the University website. The person responsible for the vacancy can request Operational Management to also publish the vacancy notice elsewhere.

#### **Article 7 Selection**

1. The person responsible for the vacancy will appoint or request the appointment of a selection advice committee.
2. This committee will consist of a minimum of three and a maximum of five members. Only in exceptional cases may the committee comprise more than five members.
3. Following the application procedure, the committee will draft a recommendation for the person responsible for the vacancy. The person responsible for the vacancy decides, if necessary following consultation with the committee, which candidate will be offered the vacant position.
4. The underlying principle for filling vacancies is that the successful candidate must be suitable for the position, i.e. he or she should possess the relevant knowledge, experience, skills and personality traits.

#### **Article 8 Target group policy**

In choosing between candidates, in case of equal suitability, preference will be given to internal candidates, women, persons with an occupational disability and ethnic minorities.

#### **Article 9 Entry into force**

These regulations came into effect on 1 January 2014 and replace all previous versions that fall within the scope of authority of the employer.

#### **Article 10 Citation title**

These regulations can be referred to as the Leiden University Regulations on Filling Vacancies 2014.

These regulations were adopted by the Executive Board on 25 February 2014 following consensus in the meeting with the Local Consultative Committee (*Lokaal Overleg*) on 23 January 2014.