

# Recruitment and Career Policy Academic Staff Faculty of Arts and Social Sciences (FASoS)

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**Taking into account the HRM policy of Maastricht University, and following earlier consultations with the FASoS department heads and the consent of its Faculty Council, the Faculty Board of FASoS has adopted a new Recruitment and Career Policy for Academic Staff (16 December 2016). This Recruitment and Career Policy is in line with UM policy and the Collective Labour Agreement of Dutch universities. Upon changes in the latter two, the current Recruitment and Career Policy will be adjusted accordingly.**

## 1. Introduction

The current policy document aims to create further clarity and transparency about the recruitment and career policy for academic staff at the Faculty of Arts and Social Sciences. It describes the relevant policy, procedures and perspectives, including the minimal requirements of appointment for the various positions (see supplement).

The starting point for the recruitment and career opportunities for academic staff is the faculty's Strategic Plan (2016-20), and more particularly its Strategic Personnel Plan (2016-20). The latter sets the frame for the desired number of academic positions at the faculty and department level in the light of FASoS's financial situation, its evolving student numbers, the available expertise and external funding acquisition, as well as the composition of its staff in terms of age and gender.

This FASoS 'Recruitment and Career Policy Academic Staff' is in line with the HRM policy of the UM and the Collective Labour Agreement of Dutch Universities (CAO).

## 2. Recruitment Policy

### ***A. General principles***

Recruitment is based on the Strategic Personnel Plan 2016-2020. Following consultation with heads of department, programme directors, HRM and the financial department of FASoS, the Faculty Board (FB) will decide on an annual basis on the number and profiles of vacancies to be opened. The board's decision will be based mainly on the Strategic Plan, the Strategic Personnel Plan 2016-2020, the number of students and the staff turnover.

The recruitment process will take place in line with the faculty's 'Personnel Selection Procedure' (CW I 16.0061) as adopted by the FB on 2 March 2016.

As a rule positions will be open to both internal and external candidates. In the case of UHD positions, the FB can decide to limit the openings to internal candidates. Candidates must meet the criteria for the relevant job opening (see supplement).

### ***B. Temporary positions***

In accordance with the applicable Collective Labour Agreement (CAO) and UM policy<sup>1</sup>, positions for PhDs, researchers and teaching assistants (*docenten 4*) are temporary positions. The appointment of PhDs and researchers will take place in line with the CAO and UM policy and is generally based on acquired research grants. Teaching assistants, so-called 'docenten 4', are generally appointed for a period of 3 years. The appointment of teaching assistants will take place in line with the faculty's Guidelines for Teaching Assistants.

### ***C. Permanent positions***

In accordance with the CAO of Dutch universities and UM policy, UD, UHD and HL positions normally come with the perspective of a permanent appointment which is conditional on the meeting of pre-defined criteria. Due to the CAO, most internal candidates for UD, UHD and HL positions will be appointed on a (conditional) tenure contract, while external candidates will be offered a tenure-track contract. The appointment of assistant professors will take place in line with the faculty's 'Tenure Track Policy Assistant Professor' (cwl16.0205), as adopted by the Faculty Board on 30 November 2016.

One of the key features of a university is the interconnection of teaching and research. This is expressed, for instance, in the requirement that Academic staff (WP) on a permanent contract have a PhD and perform both teaching and research tasks.

In principle the division of tasks is 60% teaching and 40% research. In consultation with an individual staff member and based on the needs of the faculty, this division can be (temporarily) changed.

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<sup>1</sup> See: Guidelines for the Appointment, Salary Grading and Promotion of Academic Staff. Available at:

[https://www.maastrichtuniversity.nl/sites/default/files/en\\_2005\\_guideline\\_130226.pdf](https://www.maastrichtuniversity.nl/sites/default/files/en_2005_guideline_130226.pdf)

## ***D. Overview Recruitment procedure***

<b><i>Time frame</i></b>	<b><i>Procedure</i></b>	<b><i>Responsibility</i></b>
November	Following consultation with heads of department, directors of study, HRM and financial department of FASoS, the FB will decide on number and profiles of vacancies to be opened.	Faculty Board
November	Drawing up profiles for vacancies based on relevant FASoS formats	Heads of departments and HR advisor
November	VMF (Vacature Mutatie Formulier)  Decision on the composition and appointment of selection committees	Heads of departments  Faculty Board
December	Recruitment / advertising job openings Deadline for submitting application: 15 January Planning selection process according to FASoS 'Personnel Selection Procedure' (CW I 16.0061) as adopted by FB on 2 March 2016.	Heads of departments and HR advisor  Secretary department
January/ April	Selection process according to FASoS 'Personnel Selection Procedure' (CW I 16.0061) as adopted by FB on 2 March 2016.	Heads of departments and HR advisor Selection committees Faculty Board
April / May	Meeting with internal candidates not selected for the job, including support for next career steps.	Heads of departments and HR advisor
April/May	Meeting with selected candidate to discuss the contract letter / terms of employment	Heads of departments and HR advisor HR assistant
May / June	Completing appointment procedure by sending contract letter	HR assistant
August / September	Starting date contract	Employee Heads of departments HR assistant

## **3. Career Policy**

Career policy at FASoS is based on the so-called 'formatie' (FTE) principle as laid down in the Strategic Personnel Plan 2016-2020.<sup>2</sup> This means that based on the principles adopted in the Strategic Personnel Plan, the financial situation of FASoS, and the capacity needed for teaching, research, and academic leadership, the total FTE for the different positions in each department will be determined on a yearly basis.

### ***A. Promotion from UD2 to UD1 and promotion from UHD2 to UHD1***

Promotion from UD2 to UD1 and from UHD2 to UHD1 will depend on the tasks performed by the employee as indicated in the UFO profile, his/her performance and his/her meeting the criteria of the faculty (for the latter, see the 'Supplement to FASoS Recruitment and Career Policy Academic Staff').

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<sup>2</sup> The 'formatie' principle entails that based on decisions reflected in the Strategic Plan and the faculty's tasks and finances, the number of FTE in the various positions is annually determined for each department.

The conditions for promotion from level 2 to level 1 are in line with the UM 'Guidelines appointment, scale-level and promotion academic staff' (*Richtlijnen aanstelling, inschaling en bevordering Wetenschappelijk Personeel*).

#### ***Procedure promotion from UD2 to UD1 and promotion from UHD2 to UHD1***

##### ***UD2 nominated on a tenure track after January 2016:***

The procedure as laid down in the 'Tenure Track Policy for Assistant Professors' (cwl16.0205) applies for colleagues nominated on a tenure track or conditional tenure after January 2016.

##### ***UD2 nominated on a tenure track before January 2016:***

For colleagues nominated on a tenure track before January 2016, a tailor made procedure will be discussed at the start of the tenure appointment. This procedure will be in line with the above-mentioned 'Tenure Track Policy for Assistant Professors'.

##### ***UD2 and UHD2 in a tenure position:***

All colleagues in a tenure UD2 or UHD2 position will be invited for a meeting with their department head and the HR advisor in the course of the academic year 2016-17.

At this meeting, the possibilities and timeframe for promotion to the UD1/UHD1 position will be discussed.

The Faculty Board decides on promotion to the UD1/UHD1 position.

Prior to its decision, the FB will consult the permanent FASoS 'Committee Promotion Assistant- and Associate Professors' (*Benoemingsadviescommissie UD en UHD*) who formulates an advice to the faculty board. In case of an intended negative advice to the FB, this Committee will first hear the candidate and the department head in charge.

The 'Committee Promotion Assistant- and Associate Professors' (*Benoemingsadviescommissie UD en UHD*) consists of 3 permanent members who are professors from different departments and different research programmes. At least 1 of the 3 members is female. The FASoS FB appoints staff to be on this committee for a period of 3 years.

The candidate for promotion must submit a portfolio to his/her department head, who will add an evaluation of the candidate's performance based on the relevant criteria. This evaluation will build on input by the director of studies of the programme in which the candidate is (mainly) active as a tutor/ coordinator and the chair of the research programme in which the candidate is active. The department head will subsequently submit this portfolio to the FASoS 'Committee Promotion Assistant- and Associate Professors'.

Besides the CV and an accompanying letter, this portfolio should comprise information on:

#### **Teaching (max. 750 words)**

- An overview of the candidate's teaching tasks performed and teaching evaluations;
- A brief reflection on his/her role as a teacher and coordinator, and her/his future ambitions.

#### **Research (max. 750 words)**

- A list of peer-reviewed scholarly publications (accepted), scholarly monographs, edited volumes and book chapters with academic publishers;
- An overview of previous and on-going research projects;
- Overall funding amount of acquired grants;
- Evidence of having submitted at least one funding application for a major grant (e.g. NWO Veni, EU Marie-Curie, Horizon 2020);
- A research plan for the next three to five years, in which the candidate explains how she/he plans to further strengthen her/his research profile.

#### **Organisation (max. 500 words)**

An overview and critical reflection on management tasks performed by the candidate.

## ***B. Promotion from UD1 to UHD2***

The promotion from UD 1 to UHD 2 takes place on the basis of the 'formatie' principle. Following consultation with heads of department, HRM and the financial department of FASoS, the FB will annually decide (normally in November) on the number and profiles of UHD vacancies to be opened.

Apart from positions that will open up as a result of outflow resulting from retirement or leaving staff members, FASoS decided to create an additional number of 6 positions at the associate professor level for the period 2016-2020 (see FASoS 'Strategic Personnel Plan for Academic Staff 2016-2020'). Given the presence of talented staff within FASoS and the limited financial leeway for recruiting new staff, these 6 FTE UHD positions will be filled by internal UD staff who meet the criteria as formulated in 'Supplement to FASoS Recruitment and Career Policy Academic Staff'.

In addition, there will be extra associate professor positions for academic staff who acquire considerable funding grants. Such promotions will be made possible upon the acquisition of prestigious grants such as an ERC, Vidi or similarly prestigious teaching or research funding. In addition, the candidate has to meet the overall criteria for an associate professorship as defined in 'Supplement to FASoS Recruitment and Career Policy Academic Staff'.

### ***Procedure promotion from UD1 to UHD2***

If the FB decides in favour of external recruitment for a UHD position, the procedure applies as indicated in 'Faculty of Arts and Social Sciences Personnel Selection Procedure' (CW I 16.0061), as adopted by the FB on 2 March 2016.

If the FB decides in favour of internal recruitment for a UHD position, the above-mentioned procedure for promotion from UD2 to UD1 and promotion from UHD2 to UHD1 applies.

## ***C. Promotion from UHD1 to HL2 and promotion from HL2 to HL1***

The promotion procedure described in this document does not apply to vacancies for full professorships, which are subject to policy decided by the Executive Board (CvB) of the UM.

The Dean of FASoS may propose to the UM Executive Board that a staff member be appointed to fill a strategic chair (so-called *profileringsleerstoel*) on the condition of this person's procuring an ERC Consolidator grant, VICI grant or similar prestigious grant in the domain of teaching or research, leadership role in the development of a new Bachelor and on the condition of his/her meeting the criteria for HL.