

# Memorandum on the Promotion Policy for Academic Staff Faculty of Philosophy

Revised version, May 2023

(*nota bene*: the binding version is the Dutch original)

## 1. Introduction

This promotion policy is a modified version of the 2020 Memo on Academic Staff Promotion, in connection with the implementation of [Recognition & Rewards](#). This promotion policy applies to staff who are not on a tenure track, from UD (assistant professor) level upwards, offering them the prospect of advancing to UHD (associate professor).

To this end, the Faculty Board shall observe the following principles:

- In principle, current staff members can progress to UHD1 in accordance with the procedure described below and the corresponding table of criteria.
- Promotion to full professor does not form part of this procedure. Only when a current professor leaves or retires will a professorship vacancy arise.
- The tenure track path that works towards a *full professorship* (via UD and UHD) will only be used in exceptional cases. It goes without saying that existing agreements with staff members who are already on a tenure track will remain in force.
- The Board may deviate from the procedure described if this is in the interests of the Faculty. For example, in times of financial difficulty, the Faculty Board reserves the right to deviate from the policy.
- The Promotion Committee (bevoorderingscommissie, BC) consists of the dean, three internal members and one external member (from another university or another faculty of the RUG); it is chaired by the dean (in case of possible conflicts of interests, the vice dean). The candidate for promotion submits a (non-binding) list to the committee chair and the committee chooses the external member. For promotion from UD2 to UD1 or UHD2 to UHD1, the committee may waive the involvement of an external member.
- The criteria include more than just teaching and research. Teaching and research are, of course, the core activities of academic staff. But, in addition to writing books and articles and giving lectures, other activities are also important, such as giving academic and public lectures, organizing conferences, raising external research funding, membership of Faculty and University committees, etc. *Recognition & Rewards* makes explicit this broad picture of scholarly activities and achievements. In this memorandum, therefore, these matters are not all subsumed under teaching and research - although they are strongly related to it - but are included as separate criteria. As *Recognition & Rewards* emphasizes, this does not mean that everyone must excel in everything. On the contrary, the underlying premise of this Promotion Policy is that everyone's talent is recognized and acknowledged. As will become apparent, some criteria are clustered so that an employee's work and performance may show a varied picture as long as a specific minimum of the total is achieved. Staff members applying for a promotion must fulfil each of the criteria; the extent to which they fulfil those criteria is expressed as either 'satisfactory', 'good' or 'excellent'.

## **2. Procedure**

A staff member with a permanent contract can apply for a promotion to UD1, UHD2 and UHD1 at any time during their career. This is subject to certain criteria (see table), for which the staff member in question must have achieved at least the minimum scores. The staff member can decide themselves when to apply for a promotion, on the understanding that in order to be promoted from UD2 to UD1, they must have been a UD2 for at least four years. To be promoted to UHD2, the staff must have been a UD1 for at least four years and a UD for a total of eight years (UD2 and UD1 combined), and to be promoted to UHD1, they must have been a UHD2 for at least four years. Since the staff member can choose when to apply, special circumstances such as parental leave or maternity leave can be taken into account. In exceptional cases, the FB may deviate from these minimum terms.

If a staff member feels that they meet the criteria, they can indicate this in an R&O interview. If the department chair agrees to starting the procedure, the staff member must submit a file to the department chair, consisting of a report of activities and achievements in which the criteria for promotion are explicitly discussed. Once the department chair has received this file, they will seek advice in a staff meeting with the other heads of departments; this consultation serves as a peer discussion to ensure that the assessment criteria are applied consistently. As part of criterion (1), the candidate either submits student evaluations of three courses, or asks the board member responsible for teaching to designate two peers to each visit one of the candidate's courses and provide a brief written report on it. The candidate should request this from the responsible faculty board member in time, for the report to be attached to the file for evaluation.

With this file in hand, the supervisor will seek advice in a collegial consultation with the other department chairs; this consultation serves as peer review to ensure comparable application of the evaluation criteria. If, on the basis of the file and the consultation with the fellow heads of departments, the department chair sees no reason not to move forward with the application for promotion, the file is forwarded to the BC, which then discusses the application and assesses it on the basis of the criteria. The BC's recommendation is then approved in a formal decision by the Faculty Board, which then informs the staff member and department chair. This may result in a positive decision, in which case the staff member is promoted. However, the BC may also conclude that the staff member is not yet ready for a promotion. In that case, it will prepare a recommendation on the attainment of the set objectives at a later date. The committee gives a binding opinion on the conditions and any deadline by which the application may be resubmitted.

As an alternative route, a promotion request may also be submitted directly to the dean as chair of the BC. In that case, the dean and not the supervisor consults with the other department chairs.

## **3. Appointment criteria**

The Faculty uses the following six criteria:

- (1) Teaching

- (2) Research
- (3) International recognition and acknowledgement
- (4) Commitment/contribution to Faculty/University/academic community ('service')
- (5) Valorization/Communication (outreach)/Impact
- (6) Acquisition

Leadership is an increasingly common criterion used in assessments, also at universities. At the Faculty of Philosophy, we have chosen not to use this as a separate criterion; however, it is taken into consideration for promotions to UHD1. We do not use an explicit list of competencies (e.g., vision/environmental awareness/leadership; organizational sensitivity; entrepreneurship; creativity; communication skills; team player/team spirit). Instead, the concrete realization of such competitions is assessed using criterion (4) "Commitment/contribution to faculty/university/academic community ('service')" in action. We use different perspectives in assessing the six criteria (e.g., from students through teaching evaluations, from dealing with support staff through the managing director (PH middelen), from colleagues through teaching visits).

Not all criteria apply to every job level (see below). The extent to which a staff member meets a certain criterion is expressed as follows:

- 0 = not (yet) satisfactory
- 1 = satisfactory
- 2 = good
- 3 = excellent

The criteria and the details thereof, as well as the scores, (as set out below) are intended to make the assessment process as objective and transparent as possible. Members of the BC will consider each promotion equally.

#### 4. The criteria

##### UD2 → UD1

<b>Assistant Professor 1 (UD1)</b>				
<i>Teaching</i>	<i>Research</i>	<i>International recognition and acknowledgement</i>	<i>Commitment</i>	<i>Acquisition</i>
≥ 2	≥ 2	≥ 1	≥ 1	≥ 1
At least ≥ 4 combined		At least ≥ 5 combined		

In addition to the appointment criteria included in the UFO profile and the Faculty criteria as set out in the table, the following conditions also apply:

- Command of the English language at C2 level (Cambridge certificate level)
- Satisfy the conditions of academic integrity
- For non-Dutch speakers: Command of the Dutch language (National Examination level II, B2)

## UD1 → UHD2

<b>Associate Professor 2 (UHD2)</b>					
<i>Teaching</i>	<i>Research</i>	<i>International recognition and acknowledgment</i>	<i>Commitment</i>	<i>Valorization</i>	<i>Acquisition</i>
≥ 2	≥ 2	≥ 1	≥ 1	≥ 1	≥ 1
At least ≥ 5 combined		At least ≥ 5 combined			≥ 1

In addition to the appointment criteria included in the UFO profile and the Faculty criteria as set out in the table, the following conditions also apply:

- Command of the English language at C2 level (Cambridge certificate level)
- Satisfy the conditions of academic integrity
- For non-Dutch speakers: Command of the Dutch language (Level C1)

## UHD2 → UHD1

<b>Associate Professor 1 (UHD1)</b>					
<i>Teaching</i>	<i>Research</i>	<i>International recognition and acknowledgment</i>	<i>Commitment</i>	<i>Valorization</i>	<i>Acquisition</i>
≥ 2	≥ 2	≥ 2	≥ 2	≥ 2	≥ 1
At least ≥ 5 combined		At least ≥ 7 combined			≥ 1

In addition to the appointment criteria included in the UFO profile and the Faculty criteria as set out in the table, the conditions mentioned above regarding proficiency in English and Dutch and academic integrity also apply.

The procedure for granting the *ius promovendi*, which in principle can be requested during the UHD period, runs via the Committee of Deans. Applications go through the Dean of the Faculty. (You can find the regulations here: <https://myuniversity.rug.nl/infonet/medewerkers/werk-en-carriere/aanstelling/beleidregelingenprotocol/promovendibeleid/uitbreidingiuspromovendi.pdf>)

## Table

This table does not provide an exhaustive list of all activities relevant to the position that a staff member may perform. It is intended to be used as a guide by the BC. All relevant data submitted by the staff member will be taken into consideration during the assessment procedure for a promotion.

For some criteria, a number of examples are listed, e.g. for valorization: public lectures, contacts between the university and the social field/society, and raising funds for profiling activities. This does not mean that the staff member must have performed all these activities. The BC is interested in the total package of a staff member's activities and achievements within a particular criterion.

	UD2 → UD1	UD1 → UHD2	UHD2 → UHD1
<b>Teaching</b>	- proven teaching expertise and academic teaching experience	Ditto	Ditto
	- BKO (in English UTQ) or equivalent certificate	Ditto	Ditto
	- positive teaching evaluations and peer review reports from colleagues	Ditto	Ditto
	- independently initiated and developed their own courses at different levels (BA and (R)MA)	Ditto	Ditto
		- contribution to the development of the department's/Faculty's curriculum	Ditto
	- supervision of BA students and one or more (R)MA students	- extensive experience in supervising BA and (R)MA students	Ditto
	UD2 → UD1	UD1 → UHD2	UHD2 → UHD1
<b>Research</b>	Have a PhD	Ditto	Ditto
	- research experience and knowledge of the field as evidenced by various publications (articles in	- extensive research experience and knowledge of the field as evidenced by peer-reviewed publications at	Ditto

	leading journals / chapters in books / published thesis, etc.)	leading publishers and in leading international journals, etc.	
	- vision on own (future) research and plans for acquiring external research grants	Ditto	Ditto
	- co-supervised a PhD student	- acted as co-supervisor for at least one successfully completed PhD	- acted as co-supervisor for at least two successfully completed PhDs
	<b>UD2 → UD1</b>	<b>UD1 → UHD2</b>	<b>UHD2 → UHD1</b>
<b>International recognition and acknowledgement</b>	- international performances (lectures)	- international performances (lectures) and invitation to give (keynote) lectures	Ditto
	- some experience abroad	Ditto	Ditto
		- international recognition as evidenced by awards, prestigious memberships (e.g. YAG, DJA, etc.) etc.	Ditto
	- membership of scientific committees and/or reviewing work of peers	Ditto	Ditto
	- involved in the organization of a scientific conference/workshop, etc.	- main organizer of a scientific conference/workshop, etc.	Ditto
		- acting as editor or co-editor or contributing, by invitation, to international books or other publications	Ditto
		- interfaculty cooperation within the UG	Ditto
	<b>UD2 → UD1</b>	<b>UD1 → UHD2</b>	<b>UHD2 → UHD1</b>
<b>Commitment/contribution to the Faculty/University/academic community ('service')</b>	- active participation in Faculty activities	- active participation in Faculty and inter-faculty activities	Ditto
	- membership of Faculty committee(s)	- chairmanship of Faculty committee(s), membership of the Appointment Advisory Committee, etc.	Ditto
		- clear vision on the Faculty's policy and strategy, including valorization	Ditto

			- successful completion of the UG's leadership course
	<b>UD2 → UD1</b>	<b>UD1 → UHD2</b>	<b>UHD2 → UHD1</b>
<b>Valorization/ Communication (outreach)/Impact</b>		- dissemination of scientific knowledge and insights in the media, public lectures, recommendations, etc.	Ditto
			- experience in maintaining contacts between the University and the social field/society
			- raising funds for outreach or such activities
	<b>UD2 → UD1</b>	<b>UD1 → UHD2</b>	<b>UHD2 → UHD1</b>
<b>Acquisition</b>	- submission of a research proposal during the UD2 period that received good reports	- submission of a research proposal during the UD1 or UHD2 period that received good reports; other sources of substantial external funding may also be considered, such as a senior Comenius Fellowship or funding from societal organizations and other parties, etc.	