1 Preface

Our professors shape the content of teaching and research and the impact that these have on society. They are guided by both academic questions and societal challenges and they have a keen eye for ethical issues. As part of a close academic community, they encourage an open intellectual climate in which staff and students inspire and challenge one another to change perspective, to push the boundaries and to take responsibility.

This booklet provides the interested reader with an overview of our University’s professorial appointments policy. It answers such questions as: how are professors appointed, what types of appointment are there, and what is a faculty chair plan?

Executive Board
Han van Krieken - Rector Magnificus
Wilma de Koning - Vice president
Daniël Wigboldus - President
2 Types of appointment

Professors at Radboud University are appointed as a) a full professor or b) a professor by special appointment, with the added title of the teaching and research remit and the relevant discipline.

Full professor

Full professors are appointed upon nomination by the dean, with the Executive Board granting the appointment. Each full professor has a teaching and research remit, in principle for a minimum FTE of 0.6. The appointment can be for a limited or unlimited period of time. For limited-term appointments, there is an option of an extension.

Professor by special appointment

Professors by special appointment are appointed upon nomination by the dean, with the Executive Board granting the appointment. Each professor by special appointment has a teaching and research remit for a limited period of time. Special chairs involve a relationship with an external organisation. In principle, professors by special appointment are not appointed within Radboud University or Radboudumc but work by way of an engagement agreement (Overeenkomst van Opdracht).

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1 The appointment term and extension term must be determined when the teaching and research remit is established.
Engagement agreements with professors by special appointment are established on a part-time basis (0.2 FTEs), with exceptions possible in duly justified cases. The first term for special chairs is set at three years, after which it can be extended for a maximum period of five years.

The special chairs model reflects the University’s involvement with external organisations (funds, civil society organisations and companies) and strengthens knowledge-specific links. In that sense, special chairs play two roles: they connect the faculty to external partners, and they highlight the University’s teaching and research ambitions. Because of these links (financial or otherwise) with external organisations, close scrutiny is needed regarding a possible conflict of interests. Clear agreements to this effect must be made with the professor by special appointment. These agreements are set out in an engagement agreement (an example of which can be found in Appendix 6).

There is a two-step procedure for establishing a special chair: preparing the teaching and research remit itself (entering into a relationship with an external organisation) and the actual granting of the remit to an individual. While special chairs are in principle subject to an open recruitment procedure, the Executive Board may opt for closed recruitment on the basis of a reasoned proposal from the faculty.

Appointment of associate professors as professors by special appointment

Internal associate professors (UHDs) can be appointed as professors by special appointment, in which case the additional salary costs are borne by the external organisation. The individuals concerned have a guaranteed right to return to their position of associate professor at the end of their term as professor by special appointment.

Non-salaried appointment

Another form of appointment is a non-salaried appointment. In this case, the full professor does not receive a salary or remuneration; in other words, there is no employment relationship of any kind. There is, however, a general agreement between Radboud University and the individual concerned, in which reciprocal agreements are set out. The same models can be used for non-salaried appointments as for salaried teaching and research remits, on the understanding that no salary or honorarium is granted.

Appointment of dean or member of Executive Board

For new internal or external appointments of a dean or Executive Board member with a professor’s title, timely agreements are made about the teaching and research remit. These agreements comprise as a minimum: whether and how the resulting vacant chair will be filled, the title of the teaching and research remit that the dean/vice dean or Executive Board member will retain (or not), and a possible ‘guaranteed right of return’ within the faculty. The Executive Board and Faculty Board record the agreements on these matters in writing.
3 Appointments procedure and policy

Recruitment

Radboud University places high quality demands on its teaching and research, which in turn calls for an open and broad perspective, both nationally and internationally. Wherever possible therefore, the University opts for an open recruitment procedure for both full professors and professors by special appointment. If this is not possible (e.g. in the context of a career or tenure track), a reasoned request for a closed recruitment procedure may be submitted to the Executive Board.

Appointments procedure

The Executive Board decides on the professorial appointment for both full professors and professors by special appointment.2 The appointments advisory committee (BAC) is responsible for the recruitment and selection of candidates and for determining a candidate’s suitability for a professorship.

2 In the case of the Radboud University Medical Centre, it is the Executive Board of Radboud University that appoints the professor, but the agreement is entered into with the Executive Board of Radboudumc and all other decisions relating to the professor’s legal status and employment conditions are made by that Executive Board.
Procedure
The dean requests the Executive Board to establish a chair. The request includes a basic profile of the teaching and research remit, a description of the key elements of recruitment and selection, and a proposal concerning the composition of the appointments advisory committee. The appointments advisory committee should at the very least comprise:
• a professor from another faculty, if possible from another university
• a student representative
• two academic staff, at least one of whom is a professor and one of whom has sufficient subject-matter expertise in the field of the vacancy
• at least two of the members of the appointments advisory committee must be women and at least two must be men; one of the women and one of the men must hold a position at the level of the vacancy
• one advisor monitors the procedure and progress. This could, for example, be the dean or head of Human Resources (P&O).

Following approval by the Executive Board, the appointments advisory committee is set up by the dean. Based on the committee’s report and recommendation, the dean submits a nomination proposal to the Executive Board. Following this proposal, an interview is held between the proposed candidate and the Executive Board. Following this interview, the dean – with the agreement of the Executive Board – can submit the proposal to the Faculty Joint Assembly (FGV). The sister faculties are consulted at the same time. Once these bodies have been consulted, the definitive nomination can go to the Executive Board.

The full details of the procedure to appoint professors and to extend a professorial appointment are set out in Appendix 3.

Extension
For an extension of a limited-term appointment (for both full professors and professors by special appointment), the activities of the professor in question need to be evaluated. This evaluation should comprise as a minimum: a self-evaluation by the professor in question and an evaluation by the dean, setting out the objectives achieved. The dean ensures that this evaluation is carried out well before the expiry of the appointment term.

Other changes
The dean decides in written agreement with the Executive Board about any substantial changes to the working hours (> 0.2 FTEs). The Executive Board must be notified of any changes to the name of the teaching and research remit.

Professor 2 and Professor 1
At the time of the appointment, the Executive Board determines which level of the job profile should apply (Professor 1 or 2). Promotion from Professor 2 to Professor 1 requires the approval of the Executive Board.

The University Job Classification system (UFO, as defined by the VSNU) sets out classification criteria for the positions of Professors 1 and 2; faculties may tighten these criteria still further. The Executive Board, upon nomination by the dean, decides whether a Professor 2 can be promoted to Professor 1.
In consideration of due care, the dean is advised in this process by a faculty advisory committee made up of the faculty’s Human Resources advisor and at least two people who hold a Professor I position. Ideally, a director of education or research director should be a member of the committee. The committee should also have an appropriate ratio of men to women.

**Ratio of men to women**

For reasons of gender diversity and possible unconscious bias, special attention is paid during the recruitment and appointments procedure to the following:

- alerting potential female candidates to the vacancy
- the composition of the appointments advisory committee
- ensuring that the ratio of men to women among the applicants is reflected in the ratio of men to women among candidates invited for an interview.

More information can be found on RadboudNet.

**Ius promovendi**

Both full professors and professors by special appointment are automatically entitled to the ius promovendi (the right to propose someone for a doctorate). Associate professors have also enjoyed that right since 2017; this entails a separate procedure, which can be found on RadboudNet. The professor retains the ius promovendi for five years after retirement or resignation in good standing. Professors by special appointment also retain the ius promovendi for five years after reaching retirement age.
Tenure track, career track and closed recruitment

Faculty members can negotiate tracks with talented internal or external associate professors as a pathway towards a professorship. The members of staff in this programme become qualified for a professorship in accordance with faculty criteria for chairs. The appointment of a professor is the responsibility of the Executive Board and is subject to established appointments procedures, as outlined in Appendix 3.

A tenure or career track towards a professorship can be initiated as soon as the Executive Board has been informed and has given its approval. In its notification to the Executive Board, the faculty indicates how it will organise the process around the tenure/career track. In doing so, the faculty makes use of Radboud University’s tenure and career track frameworks and focuses at least on: an assessment of candidate suitability for joining the programme (and identifying the performance targets to be agreed), implementation and support of the tenure/career track, and the assessment of the results to be achieved in the tenure/career track. Following notification, the Executive Board grants its approval for closed recruitment and the tenure/career track can be initiated with the candidate. Following the successful completion of the track, the regular procedure for appointing the professor can begin.
5 Termination of appointment

Resignation
A professor may hand in his or her resignation to the Executive Board. Professors who resign in good standing retain the ius promovendi (the right to propose someone for a doctorate) for five years after their resignation.

Professors emeriti
Professors emeriti retain the ius promovendi for five years by virtue of the Dutch Higher Education and Research Act (WHW). This is a key reason why many professors emeriti continue to carry out activities for the University after they reach pensionable age. This work primarily involves the supervision of PhD candidates, but it may also entail consultancy or coaching.

Agreements are made with the dean about any use of facilities. If the ius promovendi needs to be retained for more than five years after retirement, the dean must submit a request to that effect to the Executive Board.

In certain cases, a professor emeritus may carry out activities that go beyond the above-mentioned supervision, consultancy or coaching. For example, this could involve giving lectures or leading work groups that are critical for the curriculum of the programme in question and which cannot, or cannot yet, be provided in any other way. If a new agreement is required, the dean submits a reasoned request to the Executive Board, which decides whether or not to enter into an agreement, using the interest of the organisation as the criterion.
The title of professor

Professors are entitled to bear the title of ‘Professor’. Former professors who have resigned for health reasons, taken voluntary early retirement or resigned as professor upon or after reaching retirement age are also entitled to carry this title. If professors by special appointment continue in their position until retirement age, they may also continue to bear the title of professor after reaching retirement age. Professors by special appointment whose teaching and research remit ends before retirement age may no longer use the title.
Faculty chair plans indicate the direction in which faculties wish to go in terms of teaching and research. Chair plans establish the link between past and future choices concerning teaching (the composition of Bachelor’s and Master’s programmes) and research (profiling) on the one hand, and the required or desired teaching and research remits on the other. A chair plan provides the framework for professorial nominations and appointments. A faculty chair plan is not in itself a policy plan, but it does tie in with the faculty policy plan.

The faculty chair plan is drawn up by the dean every four years. The Executive Board approves the plan, which serves as a basis for the decisions to be taken by the Executive Board and/or dean about individual appointments. Interim changes are included in the annual budget and the budget discussions.

The chair plan includes at least:
- An overview of the programmes and research programme, showing the links with the professorial positions and teaching and research remits. The principle here is that professorial positions should cover the (broad) research programme or research field and bear a clear relationship to teaching. Different emphases are also possible, such as a greater focus on research, on teaching and/or application.
- How the chair plan and any staffing plan relate to and reinforce one another.
- How the faculty is organised in terms of professorial positions. What ordering principle applies, what structure has been chosen (departments, sections, revolving management positions).
- The objectives that the faculty wishes to achieve in the four
years of the plan. This includes ratios of men to women, young talent and advancement, staffing ratios for professors-associate to professors-assistant professors, targets for the number of female professors, the ratio of students to professorial positions and PhD candidates to professorial positions, professor 2 and 1.

Teaching and research remits in addition to the chair plan

The establishment of a teaching and research remit is always bound by the approval of the Executive Board. If this cannot be done as part of the regular management of the faculty chair plan, it occurs as part of the annual budget discussion or following a written request from the dean, setting out a proposal to modify the faculty chair plan. In the event of an evaluation or a chair becoming vacant, a separate decision by the Executive Board about continuing the teaching and research remit is required before the vacancy can be filled or someone can be reappointed.

In such cases, the dean submits a reasoned request to the Executive Board. The request includes:

- the type of chair involved (full professor or professor by special appointment)
- the number of FTEs that are actually deployed through direct funding or otherwise
- the nature of the regular contribution to programmes and research institutes
- the starting date
- whether, and if so which, evaluation terms and criteria are used
- finally, an indication of the implications for the overall framework: will this new teaching and research remit lead to the cancellation of others (perhaps in the longer term)?

The Executive Board assesses the proposal and reports its decision in writing to the dean, who can then begin the appointments procedure.
Appendix 1: Chair plan format

Content of faculty chair plan
First and foremost, the chair plan provides answers to the question of which teaching and research remits are needed for teaching and research.

The plan comprises the following components:

1. Organisation
Describe how the faculty is organised in terms of professorial positions. What ordering principle applies, what structure has been chosen (departments, sections)? How do revolving management positions, innovation and the provision of (personal) opportunities or tenure track positions fit within this policy? Describe how the chair plan and the staffing plan (where relevant) relate to and reinforce one another.

1. Objectives
What objectives does the faculty wish to achieve in the four years of the plan? Mention diversity, young talent and advancement, staffing ratios for professors-associate professors-assistant professors, targets for the number of female professors, the ratio of students to professorial positions and PhD candidates to professorial positions, Professor 2 to Professor 1.
2 Description of programmes
For each faculty/institute, this overview states the focus areas within the programmes, as well as the teaching and research remits which the faculty deems necessary for its teaching. The principle here is that professorial positions should cover the (broad) research programme or research field and bear a clear relationship to teaching. Different emphases are also possible, such as a greater focus on research, on teaching and/or application.

3 Comprehensive overview of research programmes
The chair plan includes a breakdown of the teaching and research remits associated with the research programmes, described for each faculty/research institute. The principle here is that professorial positions should cover the (broad) research programme or research field.

The overview includes:
- a brief description of the content of the research programmes
- a diagram showing the teaching and research remits associated with the research programmes (linkage)
- an overview of the number of research FTEs per programme and a subdivision into academic staff; how many (or expressed in percentage terms) academic staff (including male/female ratio), professors, associate professors, assistant professors, PhD candidates and lecturers, are associated with the programme.

4 Developments in upcoming planning period
The section specifies the strategic choices regarding teaching and research in the faculty policy plan for the planning period (T1 – T4) in the form of proposed policy measures in the chair plan.

The components to be described are:
- The new teaching and research remits to be established, including:
  - a brief description of the reasons for establishing the chair and of how it will be embedded in the faculty/institute
  - the actual deployment (in FTEs) for the teaching and research remit
  - the planning year (T1-T4) in which the faculty expects to establish the chair
  - the nature of the relationship with the external organisation (in the case of a professor by special appointment).
- Decisions relating to existing teaching and research remits. This includes the faculty’s intentions regarding changes with respect to existing chairs, indicating:
  - the teaching and research remit in question
  - the nature of the change
  - a brief description of the reasons for the change
  - the planning year (T1-T4) in which the faculty expects to implement the change.
5 Overview of teaching and research remits
The tables in this section show the current situation (T1) and provide a numerical overview of changes arising out of the proposed changes described in Section 4.
Table 1 gives a complete overview of staffing levels, including the anticipated changes in the planning period, as indicated in Section 4. An overview is provided for each teaching and research remit and organisational unit.

6 Staffing overview
Table 2 provides an overview of the numerical developments with regard to all teaching and research remits for the current situation (T1) and the expectation at the end of the planning period (T4). Figures are given for each teaching and research remit (full professorship or professorship by special appointment) of how many FTEs are involved, the number of people and the male/female ratio.

<table>
<thead>
<tr>
<th>Organisational unit</th>
<th>Chair</th>
<th>Type of chair</th>
<th>Professor</th>
<th>From</th>
<th>To</th>
<th>Change</th>
<th>FTEs</th>
<th>Teaching institute</th>
<th>Research institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>[name]</td>
<td>[name]</td>
<td>Full/</td>
<td>[name]</td>
<td>[start date]</td>
<td>[proposed end date]</td>
<td>[Intention as stated in Section 4 and indication of planning year (T1, T2, T3, T4)]</td>
<td>[actual scope]</td>
<td>[name]</td>
<td>[name]</td>
</tr>
</tbody>
</table>

Table 2 Staffing overview in planning period

<table>
<thead>
<tr>
<th>FTEs in T1</th>
<th>FTEs in T4</th>
<th>Number in T1</th>
<th>Number in T4</th>
<th>m/f in % T1</th>
<th>m/f in % T4</th>
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</table>
Appendix 2: UFO profile for professors

The classification criteria below come from the University Job Classification (UFO) system of the VSNU (Association of Universities in the Netherlands).

<table>
<thead>
<tr>
<th>Professor 1</th>
<th>Professor 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching</strong></td>
<td><strong>Research</strong></td>
</tr>
<tr>
<td>Propagates a clear and appealing vision of teaching and the development of teaching, focused on the renewal of the faculty teaching programme and the optimisation of study success.</td>
<td>Translates developments in the research field into national research programmes. National and international authority in one’s own research field, which gives the institution its position, as evidenced by:</td>
</tr>
<tr>
<td></td>
<td>• academic publications in authoritative academic journals which are regularly quoted by prominent researchers</td>
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<td></td>
<td>• membership of the editorial board of one of the ten most authoritative academic journals</td>
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<td></td>
<td>• pioneering research results in connection with prominent research collaborations</td>
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<tr>
<td></td>
<td>• acting as keynote speaker at seminars where the state of the art in the research field is established.</td>
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<tr>
<td></td>
<td>Authority in the field of research with which the faculty positions itself, as evidenced by:</td>
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<td></td>
<td>• academic publications in authoritative academic journals</td>
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<tr>
<td></td>
<td>• membership of the editorial board of academic journals</td>
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<td></td>
<td>• research results in connection with prominent research collaborations</td>
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<td>• acting as speaker at seminars.</td>
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<tr>
<td><strong>Organisation</strong></td>
<td></td>
</tr>
<tr>
<td>Manages a professorial chair, capacity group or institute with ≥ 10 FTEs academic staff. Chairs national or international committees or working groups with which the institution also positions itself.</td>
<td>Manages a professorial chair, capacity group or institute with &lt; 10 FTEs academic staff. Chairs or takes part in committees or working groups focusing on the management of the faculty or institute.</td>
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</table>

Classification rules for professors

- The Professor 2 category applies if at least all criteria specified for Professor 2 are met.
- The Professor 1 category applies if at least the ‘Research’ criterion or at least both the ‘Teaching’ and ‘Organisation’ criteria, as specified for Professor 1, are met.
Appendix 3: Procedure for appointing and extending the appointment of a full professor

Appointing a full professor

Step 1: Request to establish the chair; starting the procedure – action: dean & Executive Board
The dean informs the Executive Board in writing of a wish to establish a chair. The dean announces the start of the recruitment procedure at such a time that account may be taken of any changes by the Rector or Executive Board.

The dean describes:

• the profile of the teaching and research remit
  - The chair profile is drawn up on the basis of the approved (possibly on an interim basis) faculty chair plan.
  - The basic profile states the title of the chair, the scope of the position and the requirements to be met by the candidate.
• the intended composition of the appointments advisory committee (secretarial services for the appointments advisory committee are provided by the faculty office/faculty)
  - The appointments advisory committee will at the very least comprise:
    * a professor from another faculty, if possible from another university
    * a student representative
    * two academic staff, at least one of whom is a professor and one of whom has sufficient subject-matter expertise in the field of the vacancy.
  - At least two of the members of the appointments advisory committee must be women and at least two must be men; one of the women and one of the men must hold a position at the level of the vacancy.
  * One advisor monitors the procedure and progress.

This could, for example, be the dean or head of Human Resources (P&O).

• The appointments advisory committee is chaired by a professor who has a good knowledge of (and of developments in) the field of the vacancy but who is also sufficiently detached (with an eye to an objective approach).
• other aspects of recruitment and selection
  - The vacancy is sent to at least five female professors in the discipline (or related discipline) to ensure that potential female candidates are specifically alerted to the position.

Following approval, the Executive Board informs the dean that the procedure may continue.

Step 2: Selection by appointments advisory committee – action: appointments advisory committee (BAC)
The appointments advisory committee makes a nomination to the dean in the form of a confidential report on its activities.

• The appointments advisory committee is bound by the general rules for recruitment and selection and arranges its own procedure, in keeping with university and faculty frameworks and guidelines.
  - In addition to the reported findings and the procedure followed, the committee’s report contains the candidate’s curriculum vitae and full list of publications.
  - The appointments advisory committee also reports on a number of specific questions:
    * The composition (m/f) of the appointments advisory committee
    * The number of female applicants
    * The number of female candidates invited for an interview
* An assurance that the ratio of men to women among the applicants is reflected in the ratio of men to women among candidates invited for an interview. At the same time, however, the committee has the freedom to invite relatively more or fewer female candidates for an interview based on the quality of the candidates.

**Step 3: Appointment proposal & employment contract – action: dean & faculty Human Resources department (P&O)**
- The dean draws up an appointment proposal on the basis of the committee’s report.
- The dean conducts an interview with the candidate about the terms and conditions of employment and facilities and incorporates the outcomes in the appointment proposal.
- Faculty Human Resources department finetunes the employment contract with the University Human Resources department.

**Step 4: Submission of appointment proposal – action: dean & Executive Board**
- The dean submits the appointment proposal to the Executive Board.
  - The appointment proposal contains:
    - a reasoned proposal to appoint a candidate, the candidate’s curriculum vitae and list of publications, and a description of the teaching and research remit.
    - the appointments advisory committee’s report.
    - a proposal for the proposed candidate to enter into an employment contract with the Executive Board. This proposal includes at least:
      * the term for which the teaching and research remit is granted
      * the scope
      * the salary
      * the starting date

**Step 5: Interview of proposed candidate with Executive Board – action: Executive Board**
Following approval of the appointment proposal, the Executive Board invites the candidate proposed by the dean for an interview. The interview includes discussion of the teaching and research to be developed, and the development of the teaching and research remit and the field.
- The Executive Board informs the dean in writing about its findings following the interview.

**Step 6: Consultation with sister faculties & Faculty Joint Assembly (FGV) – action: dean**
In the event of a positive response from the Executive Board following the interview with the proposed candidate, the dean consults sister faculties and in a closed session consults with the Faculty Joint Assembly about the nomination. The dean draws up the definitive appointment proposal on the basis of these consultations.
- In the event of a negative recommendation from sister faculties or substantial reservations, the dean gives his or her comments in the proposal.
- If the candidate already holds a professorship at the University or elsewhere, the consultation with sister faculties may be dropped.
Step 7: Definitive appointment proposal – action: dean & Executive Board
The dean submits the appointment proposal to the Executive Board.
In principle, this is a supplement to the appointment proposal submitted earlier. It should at least include:
- the outcomes of the deliberations in the Faculty Joint Assembly
- the recommendations from sister faculties.

Based on the definitive appointment proposal, the Executive Board decides on the appointment and informs the dean of this decision.

Step 8: Signing the employment contract
- The Executive Board draws up the letter of appointment.
- The prospective professor signs the employment contract.

Step 9: Communication & registration – action: professor, Marketing & Communications Department (DMC), dean
- Communication: the Marketing & Communications Department prepares a press release with the professor and/or dean.

Extending the appointment of a full professor
The appointment of a full professor can be extended for a limited or unlimited period of time. Limited-term appointments may be extended for a predetermined period following a positive evaluation. The faculty identifies any teaching and research remits that are due to expire.

Step 1: Evaluation – action: dean & faculty Human resources department (P&O)
The faculty Human Resources Department identifies any teaching and research remits that are due to expire and reports this to the dean. The dean ensures that activities of the full professor that form part of his/her teaching and research remit are evaluated well before the expiry of the remit period. This evaluation should comprise as a minimum: a self-evaluation by the professor in question and an evaluation by the dean, setting out the objectives achieved.

Step 2: Proposal to Executive Board – action: dean & Executive Board
- The dean submits the outcome of the evaluation to the Executive Board.
- The dean also communicates the proposal to the person in question.

Step 3: Decision – action: Executive Board
The Executive Board makes a decision based on the dean's proposal and informs the professor and the dean of the decision.
Appendix 4: Procedure for appointing and extending the appointment of a professor by special appointment

Appointing a professor by special appointment

Step 1: Request to establish the chair; starting the procedure – action: dean & Executive Board

- The dean requests the Executive Board in writing to establish a special chair. The dean announces the start of the recruitment procedure at such a time that account may be taken of any changes by the Rector or Executive Board.

The dean describes:
- The external organisation that a relationship will be entered into with a view to providing a special chair
- The title and description of the teaching and research remit
- The position of the chair in the chair plan; the faculty/institute that the chair belongs to
- The contribution to teaching and research
- The name of the candidate that the dean has in mind (optional)
- Financial and other arrangements made with the external organisation
- The intended composition of the appointments advisory committee (secretarial services for the appointments advisory committee are provided by the faculty office/faculty)
  - The appointments advisory committee comprises at a minimum:
  * a professor from another faculty, if possible from another university
  * a student representative
  * two academic staff, at least one of whom is a professor and one of whom has sufficient subject-matter expertise in the field of the vacancy
- At least two of the members of the appointments advisory committee must be women and at least two must be men; one of the women and one of the men must hold a position at the level of the vacancy.
- One advisor monitors the procedure and progress. This could, for example, be the dean or head of Human Resources (P&O).
  - The appointments advisory committee is chaired by a professor who has a good knowledge of (and of developments in) the field of the vacancy but who is also sufficiently detached (with an eye to an objective approach).

The Executive Board assesses the proposal. This is an overall assessment of the following aspects:
- whether information has been collected about the contribution of this special chair to teaching and research
- the reputation of the external organisation (socially and academically uncontroversial) and the objective in relation to teaching and research.

Following approval, the Executive Board informs the dean that the procedure may continue.

Step 2: Selection by appointments advisory committee – action: appointments advisory committee (BAC)

The appointments advisory committee makes a nomination to the dean in the form of a confidential report on its activities.

- The appointments advisory committee is bound by the general rules for recruitment and selection and arranges its own procedure, in keeping with university and faculty frameworks and guidelines.
• In addition to the reported findings and the procedure followed, the committee's report contains the candidate's curriculum vitae and full list of publications.

• The appointments advisory committee also reports on a number of specific questions:
  - The composition (m/f) of the appointments advisory committee
  - The number of female applicants
  - The number of female candidates invited for an interview
  - An assurance that the ratio of men to women among the applicants is reflected in the ratio of men to women among candidates invited for an interview. At the same time, however, the appointments committee has the freedom to invite relatively more or fewer female candidates for an interview based on the quality of the candidates.

Step 3: Submission of appointment proposal – action: dean & Executive Board
The dean submits the appointment proposal to the Executive Board.
• The appointment proposal contains:
  - A reasoned proposal to appoint a candidate, the candidate's curriculum vitae and list of publications, and a description of the teaching and research remit.
  - The appointments advisory committee's report.
  - A proposal for an engagement agreement.
The dean discusses with the candidate the content of the engagement agreement for the special teaching and research remit.

Step 4: Interviews – action: dean & Executive Board
Following approval of the appointment proposal, the Executive Board invites the candidate proposed by the dean for an interview. The interview includes discussion of the teaching and research to be developed, and the development of the teaching and research remit and the field.
• The Executive Board informs the dean about its findings.

Step 5: Sister faculties & Faculty Joint Assembly – action: dean & Executive Board
In the event of a positive response from the Executive Board, the dean consults sister faculties and in a closed session consults with the Faculty Joint Assembly about the nomination. The dean draws up the definitive appointment proposal on the basis of these consultations.
• In the event of a negative recommendation from sister faculties or substantial reservations, the dean gives his or her comments in the proposal.
• If the candidate already holds a professorship at the University or elsewhere, the consultation with sister faculties may be dropped.

Step 6: Definitive appointment proposal – action: dean & Executive Board
The dean submits the definitive appointment proposal to the Executive Board. In principle, this is a supplement to the appointment proposal submitted earlier. It should at least include:
  - the outcomes of the deliberations in the Faculty Joint Assembly.
  - recommendations from sister faculties.
Step 7: Granting the remit – action: Executive Board
The Executive Board decides to grant a special chair for a period of three years. The engagement agreement needs to be signed by both parties.
- The engagement agreement is drawn up in accordance with the University’s format.
- The Executive Board informs the candidate and submits the agreement for signature.
- The Executive Board also informs the dean of the faculty and any relevant body about the decision taken.

Step 8: Signing the engagement agreement

Step 9: Communication & registration – action: professor, Marketing & Communications Department (DMC), General & Legal Affairs (BJZ), faculty
- Communication: the professor and/or dean prepare a press release with the Marketing & Communications Department.

Extension of special chair
A special teaching and research remit is granted for three years. Following a positive evaluation, the chair may be extended for a period of five years.

Step 1: Evaluation – action: dean & General & Legal Affairs (BJZ)
The dean ensures that the activities of the professor by special appointment that form part of his/her teaching and research remit are evaluated well before the expiry of the remit period. The faculty identifies any special chairs that are due to expire. This evaluation should comprise as a minimum: a self-evaluation by the professor in question and an evaluation by the dean, setting out the objectives achieved.

Step 2: Proposal for extension – action: dean & Executive Board
- The dean submits the outcome of the evaluation to the Executive Board.
- The dean also communicates the proposal to the person in question.

Step 3: Decision – action: Executive Board
The Executive Board makes a decision based on the dean’s proposal and informs the professor by special appointment and the dean of its decision. The engagement agreement is extended.
Appendix 5: Overall checklist

Appointment proposals submitted to the Executive Board

Appointment of full professors
- Presentation letter from the dean containing the definitive appointment proposal
- Basic profile of the teaching and research remit
- Approval of the composition of the appointments advisory committee
- Reasons (optional) for and approval of a closed procedure
- Report from the appointments advisory committee, containing:
  - the composition of the appointments advisory committee
  - a description of the recruitment and selection procedure
  - a substantiated appointment proposal
  - The proposed candidate’s CV and full list of publications
- The Faculty Joint Assembly’s recommendation
- Response from sister faculties

Appointment of professors by special appointment
- Presentation letter from the dean containing the definitive appointment proposal
- Basic profile of the teaching and research remit
- Approval of the composition of the appointments advisory committee
- Reasons (optional) for and approval of a closed procedure
- Description of the external organisation establishing the chair
- Description of any financial arrangements between the external organisation and the university
- Report of appointments advisory committee, containing:
  - the composition of the appointments advisory committee
  - a description of the recruitment and selection procedure
  - a substantiated appointment proposal
  - The proposed candidate’s CV and full list of publications
- The Faculty Joint Assembly’s recommendation
- Response from sister faculties

Extension of the appointment of a full professor and professor by special appointment
- Request from the dean to extend the teaching and research remit (for a full professor or professor by special appointment)
- Approval from the external organisation to extend the special chair (for a professor by special appointment)
- Evaluation of the teaching and research remit

Promotion from Professor 2 to Professor 1
- Letter from the dean with a request for promotion
- Report of the faculty evaluation committee
- Candidate’s CV and full list of publications
Appendix 6: *Engagement agreement*

**SAMPLE ENGAGEMENT AGREEMENT**

The undersigned,  

**client**  
name: Stichting Katholieke Universiteit  
place of establishment: Nijmegen  
represented by: Executive Board of Radboud University Nijmegen

and

**service provider**  
name:  
date of birth:  
address:  

**taking into account that:**  
• the university requires on a temporary basis the execution of the activities described below  
• both parties emphasise that they have no intention of creating an employment contract between them

agree as follows:

**Article 1**  
<NAME> shall be engaged to provide teaching and to conduct research in the field of the special teaching and research remit ..... at the Faculty of <NAME>. He/she is entitled to bear the title of professor during this period.

**Article 2**  
The agreement will be entered into for a limited time, namely from ... to .... After two and a half years an evaluation shall be made as to whether the period can be extended by five years. The agreement shall legally terminate upon expiry of the period for which it is entered into, unless the parties agree no later than three months before the date of termination to extend the agreement, in which case the agreement shall legally terminate on the date that the agreed extension period has expired. Either party may prematurely terminate the agreement by giving three months’ notice.

**Article 3**  
The scope of the teaching and research remit is ... hours per week.

**Article 4**  
The client is not obliged to pay any wages or other form of fee for the activities to be carried out by the service provider, in derogation of Art. 7:405 of the Dutch Civil Code (BW).
Article 5 (optional)
The dean may grant the service provider remuneration for expenses associated with the activities, provided that and insofar as such remuneration falls within the fiscal norms. This remuneration is granted on the basis of declarations.

Article 6
In the performance of the agreed activities, the service provider is obliged to follow the timely and responsible directions given by the Faculty of <NAME> in relation to the execution of the teaching and research remit.

Article 7
The service provider shall inform the dean of the Faculty of <NAME> of his/her activities in execution of the teaching and research remit. Furthermore, the professor by special appointment shall account to the university for the way in which the teaching and research remit is executed.

Article 8
For the duration of this agreement and following its termination, the service provider is obliged to keep all information from his/her position confidential insofar as this obligation follows from the nature of the matter or has been expressly imposed on him/her.

Article 9
The service provider is insured by the university against the consequences of legal liability arising from damage caused to a third party in the execution of the special teaching and research remit.

Article 10
The rules that apply within the university regarding patent rights and copyright shall accordingly apply to the service provider’s activities with the client.

Article 11
In publications, the service provider shall in any event report ‘Radboud University’ as the university where the service provider works.

Article 12
The service provider shall place author’s versions of publications in open access in the Radboud Repository.

Article 13
The service provider shall report his/her main activity on the Radboud University Nijmegen intranet in addition to his/her position as professor. The service provider shall also enter his/her CV details, secondary activities and profile/keywords via his/her own account in a knowledge database management module/organisation guide (please contact the communications department about this: +24-3611586).

Article 14
At the first request of the client, the service provider shall immediately hand over all items, such as keys, correspondence, notes, software and the like, which the service provider has received in connection with the remit.
Article 15
If both parties wish to extend this agreement, an evaluation of
the special teaching and research remit and the associated activ-
ities shall be made by the dean of the Faculty of <NAME> in good
time before the end of the agreement, i.e. before the time at
which the parties must have decided on an extension of the
special teaching and research remit in accordance with the
provisions of Article 2 above.

Based on the dean’s recommendation, the Executive Board shall
decide whether or not to continue the special teaching and
research remit. If the Executive Board decides to continue the
special teaching and research remit, the client shall consult with
the service provider about extension of the agreement in accord-
ance with the provisions of Article 2 above.

Drawn up in duplicate and signed in Nijmegen on <DATE>.

Client, Service provider,

Prof. D.H.J. Wigboldus
President of the Executive Board <NAME>

G. van Assem MSc
Director
Appendix 7: FAQs

These FAQs (November 2018) have been agreed nationally in the Rectors’ College (Rectoren College).

1 What types of professor are there?
The universities use different terms for internal purposes but formally there are only two types of professor:
• full professor, employed by the university
• professor by special appointment, not employed by the university but admitted to the university on the nomination of a legal entity that has established the special chair.

2 Who can appoint professors?
Professors are appointed by the Executive Board. Appointment to a special teaching and research remit by the organisation that established the chair is only possible with the approval of the Executive Board.

3 Are there different quality criteria for the different types of chair?
No, in terms of level and the independence of academic practice, the same criteria apply to all teaching and research remits. In exceptional cases, people with a high degree of non-academic expertise are also eligible for appointment.

4 Are there regulations governing the professorial recruitment and appointments procedure?
There are no nationally determined regulations. Each university has established its own recruitment and selection procedures for professors.

5 What role does consultation with sister institutions play in the appointment of professors?
Consultation with sister institutions in the relevant field when appointing a professor is a good practice that aims to safeguard the quality and soundness of the appointment. In appropriate cases, this good practice may be departed from on grounds of principle or for practical reasons.

6 For how long may a professor emeritus act as PhD supervisor?
The ius promovendi rests with the institution, as reflected in the appointment of PhD supervisors by the Doctorate Board (CvP) and the awarding of the degree by that Board. According to the law, a professor may act as PhD supervisor for five years after resigning in good standing (Art. 9.19 Higher Education and Research Act/WHW). The reference date is the acceptance of the PhD thesis by the PhD committee. Article 9.19 of the Act makes no reference to the period in which other staff appointed as PhD supervisors may continue to do so. The Doctorate Board appoints PhD supervisors. Possessing the ius promovendi is thus a necessary but not sufficient condition for acting as a PhD supervisor (see Arts 7.18 and 7.19 WHW).
7. For how long may a professor who has accepted a teaching and research remit elsewhere continue to act as a PhD supervisor? And does this also apply to professors who have accepted another position?

As with a professor emeritus, a former professor who has moved elsewhere may act as a PhD supervisor until five years after retirement or resignation with good standing. The reference date is the acceptance of the PhD thesis by the PhD committee. The same applies to a professor who has taken up a position other than that of professor.

8. May a professor or associate professor from another Dutch institution act as PhD supervisor?

Yes, if a PhD supervisor (professor or other staff member with a PhD) from Radboud University has also been appointed as a PhD supervisor by the PhD committee.

9. How does the ius promovendi work in the case of a professor with a non-salaried appointment?

The ius promovendi for a professor with a non-salaried appointment is a regular ius promovendi that ends five years after termination of the honorary appointment. Honorary professors who are appointed after their retirement are therefore not subject to the restriction, under which the ius promovendi only applies to theses that are dealt with before their retirement.