

Career Paths in Science and Engineering:

Explanation of the assessment by BC1 and BC2

This document is intended to provide insight to potential candidates for assessment by the BC1 and BC2 in the assessment procedures. Note that there are also information meetings organized on a regular basis.

How to apply

Staff members choose themselves when to apply for assessment by the Promotion Committees (BC) 1 and 2. The candidate assesses when, based on the criteria, they consider the time appropriate for a positive assessment, possibly after consulting supervisors or the director of the institute. For Career Paths in Science and Engineering, unlike Career Paths in Science 4, there is no fixed time for application, but there are [default times](#) that should be taken into consideration. As the committees meet several times a year, there is a chance that the assessment may be scheduled one or two assessment rounds later. The rule for application is 'first come, first served'. To apply: please contact jeannette.loos@rug.nl 4 months before the meeting with the committee. For information on meeting dates and committee members, please visit: <https://myuniversity.rug.nl/infonet/medewerkers/fse/fse-hr-policy/internal-promotions->

References, CV, and portfolio

The candidate and the scientific director of the research institute where the candidate works independently provide the chair of the permanent assessment committee with the names and addresses of potential references at least 3 months before the meeting of the committee. The referees will be asked to reflect on the candidate's Curriculum Vitae. The number and required expertise of the references depend on the candidate's focus domain. For more information please visit [this page on selection of references](#). The candidate is expected to send their CV and list of references 3 months before the meeting of the committee to jeannette.loos@rug.nl. The candidate provides their portfolio no later than 2 months before the meeting with the BC. If the portfolio is not delivered in time or is incomplete, there is a chance that the assessment cannot take place. More information about the content of the portfolio can be found [here](#).

Working method of the BC1 and BC2

To come to an advice to the Dean, the committee studies the portfolio, interviews the candidate, their supervisor, and the scientific director and education director of the candidate's research institute.

The aim of the committee's advice is twofold:

- To advise whether the candidate is eligible for promotion based on the candidate's results and development and;
- To contribute to the candidate's future development by providing recommendations on research, impact and teaching ambitions, and on the development of relevant competences.

Roles in the committee

The chairperson of the BC1/BC2 leads the meeting and ensures that all aspects relevant for the assessment will be addressed. For each assessment, the BC1 or BC2 is extended by one or two expert members with specific knowledge on the area of expertise of the candidate, taking into account their research field and focus domain (research, education, impact). At least one of these expert members is not appointed at the UG. The expert members are selected and approached by the chair of the committee, in consultation with the director of the research institute. In addition, an HR adviser is present as an advisory member. An additional person may be present to take minutes of the meeting.

Interview with the candidate

The interview usually starts with an introductory question on key findings and developments. After that, the chair will invite the expert members to ask questions or discuss research content. Regular members of the BC1/BC2, as well as the HR advisor, are then given the opportunity to ask questions about the candidate's vision, results, leadership, organizational roles and the development of relevant competences. Future plans, strategy and ambitions are also discussed.

Interviews with the supervisor, scientific director and education director

These are short interviews where the committee may ask for more information about the candidate's performance, results, responsibilities, development of competences, and plans for the future.

Advice and reporting

After the interviews, the committee formulates an advice on promotion to the Dean based on the main criteria and associated specific criteria, and possibly taking into account [exceptions and compensation](#). The committee may also provide an opinion and advice on the development of the candidate.

Usually, the committee reaches a unanimous opinion. A committee member who works too closely with the candidate abstains from the committee's decision-making.

If the committee does not reach a unanimous opinion, it will formulate the statement in such a way that the opinion of individual committee members is reflected in the advice to the Dean. Within a few weeks of the committee meeting, a report will be prepared by the committee and sent to the Dean. The chairperson will explain the committee's advice in a meeting with the Dean.

Outcome of the proceedings

Based on the assessment, the Dean will take a decision on the candidate's application for promotion. The Dean will explain this decision to the candidate in person, typically 2-3 weeks after the BC meeting. The Dean will also share the advice of the committee with the candidate (but not the letters of references, as these are confidential). If the decision is positive, the promotion will be realized as soon as possible, after an updated profile report has been received:

- In case of a promotion to Associate Professor, the promotion is effectuated by the HR advisor of the staff member's institute. If the candidate is also to receive the *ius promovendi*, the Dean will send a written request to the University's Doctorate Board

(consisting of the Deans of all faculties). The Doctorate Board meets monthly so it may take one or two months before an answer is received.

- In case of a promotion to Full Professor, the final decision of the promotion is not for the Dean but for the Executive Board. The nomination takes place after the profile report is received and a decision is received typically one or two months later.