

## **CBBA procedure**

Below we describe the following parts of the CBBA procedures and working methods:

1. Tasks of the CBBA
2. Composition of the CBBA
3. Meetings
4. Advice letters
5. Nomination file

### **1. Tasks of the CBBA**

The Council for Appointments and Promotions (CBBA) advises the Management Team about appointments and promotions of faculty. The CBBA evaluates individual nominations for appointment or promotion based upon an information file, which is drafted by the nominating department. The CBBA uses the School's criteria for appointments and promotions of faculty as guideline for coming to a balanced advice. These criteria concern (1) research, (2) teaching and (3) administration and collegiality.

The criteria serve as guidelines and not as hard rules, and the Council may depart from the criteria, stating reasons. The Council does not only assess the past performance, but also the future potential of a candidate. In addition, the Council also considers the candidate's position in the School and the significance of his/her field of study. Finally, the Management Team will use the advice of the CBBA to come to a decision about the appointment or promotion.

### **2. Composition of the CBBA**

1. The CBBA consists of the chair, secretary and in principle four delegates.
2. Department directors can nominate members for the CBBA, after consultation with the chair, to the dean. Members of the CBBA are appointed by the dean.
3. Each department sends one delegate to a CBBA meeting, the department makes sure that the delegate has at least the same rank as the positions that the candidates are considered for.
4. The secretary makes sure that the composition of the CBBA delegation is well-composed with regard to gender (50%/50%).
5. The chair will have an introductory meeting with each new member.
6. New CBBA members can attend CBBA meetings as an observer or participant for the first year.

### **3. Meetings**

1. During the meeting the CBBA members discuss the nomination file of a candidate and assess whether appointment or promotion is in line with the criteria. The CBBA will assess both the quality of past performance as well as the candidate's potential for the future.
2. The chair of the meeting technically leads discussions, without voicing his/her own point of view.
3. The secretary will compose short minutes on the decision process to build up a reference framework for future meetings and decisions.
4. The representative of the department involved in a nomination should be careful not to get involved in the discussion. The task of this representative is to provide further explanations and to answer questions of the other CBBA members.
5. The chair can ask the representative of the department involved in a nomination to leave the meeting room if this will contribute to a better discussion and decision process.

6. The chair appoints each meeting a member (in turn) to specifically monitor and report (potential) implicit bias.

#### 4. **Advice letters**

1. The CBBA sends out an advice letter to the Management Team about the proposed promotion or appointment. This letter will also contain recommendations for further development of the candidate, which can be sent to the candidate after the Management Team has made a decision.
2. The secretary will draft the advice letter and will share this with all attendants of the meeting for feedback.
3. In case of no consensus among CBBA members, the advice to the Management Team will contain the different points of view including argumentation.
4. The final advice letter will be sent to the Management Team, which will make a decision about the promotion or appointment of the candidate.
5. The Management Team will send a decision letter to the department director. The department director will share the letter with the nominator. The department director and nominator will inform the candidate and share the recommendations in the way they think best.

#### 5. **Nomination file**

1. The department director of the nominee is ultimately responsible for the preparation of the nomination file.
2. The nomination letter, written by the candidate's (intended) supervisor and co-signed by the department director, should cover all three criteria (research, teaching and administration & collegiality).
3. The nomination file shows evidence that the nomination is supported by the senior professors of the research programme. Therefore, the nomination letter is signed by all professors of the research programme (for promotion to associate professor: all endowed and full professors; for promotion to endowed or full professor: all full professors). If individual professors cannot support the nomination wholeheartedly, their motivation can be added to the file. The CBBA secretary monitors that the opinions of all relevant professors are shared with the CBBA.
4. The nomination file should pay ample attention to obtained results as well as to the development of the candidate during the evaluation period. For nomination to Associate Professor it is also important to describe future potential.

##### 5.1 **Education**

1. The file should give information about how the candidate has developed him/herself, the variety of classes that he/she has taught and if and how the candidate has been involved in the improvement or innovation of education and the development of courses.
2. Student evaluations of the last two academic years should be included.
3. For internal candidates, at least one peer review report not older than two years, not written by the candidate's supervisor, should be included.
4. If student evaluations and the peer review report differ much, a comparison and further explanation should be included.

## 5.2 Research

1. The file should give information on published articles, as well as on the current pipeline.
2. Information such as referee reports and articles to Revise & Resubmit, including the letter of the editor, can be added as well.
3. Information about appreciation of the field should be included, such as a citation trajectory and award record.

## 5.3 List of documents

1. Nomination form
2. Nomination letter, written by the candidate's (intended) supervisor and (1) co-signed by the department director and (2) the programme leaders and the senior professors of the research programme (for promotion to associate professor: all endowed and full professors; for promotion to endowed or full professor: all full professors).
3. Curriculum Vitae of the candidate
4. Progress & Development reports (two most recent versions). This does not apply to external candidates.
5. 2 letters of reference by external, independent reviewers (e.g. not coauthors, (former) students and supervisors) without potential conflict of interest. At least one of the reviewers is affiliated outside The Netherlands. The letters of reference are requested by the department director using a standardised invitation letter.
6. Publication List (can be combined with the Curriculum Vitae), signed by the department director. Publications should be chronologically ordered.
7. Results publication list (AIS points, citation trajectory) provided by Research Office.
8. Two recent papers (since the last promotion).
9. Optional: Revise and Resubmit or rejected papers, including referee reports and editor letter.
10. Further information describing the development of the nominee and the research pipeline, though this can also be included in the nomination letter.
11. Teaching evaluations of the two most recent years.
12. Peer review document, not older than two years (this does not apply to external candidates).
13. Further information (e.g. describing the development of the nominee, organizational activities, research pipeline), this can also be included in the nomination letter.

## 5.4 Other information

The following information will be gathered by the secretary of the CBBA, but will not be sent for review to the CBBA members (to minimize the review load):

1. Declaration of financial feasibility
2. Request of HR for CBBA advice
3. BKO certificate (this does not apply to external candidates coming from non-Dutch universities).