

Procedure for appointing a new Head of Department

1. Formulate a profile for the temporary role of Head of Department – by the HR Manager:
*This is a single role profile for all the departments (generic profile);
This profile includes not only the purpose and context but also the general duties and responsibilities associated with the role of Head of Department.*
2. Announce internally within the relevant department that applications are invited for the role (persons eligible to be Heads of Department are full professors and associate professors (NL: UHDs; UK: senior university lecturers) who are permanently employed by the university).¹
3. Candidates write an application letter, including an explanation of their motivation.
4. Appoint a selection committee:
 - a. Dean (chair)
 - b. Head of Department of another department
 - c. Permanent staff member of the department²
 - d. Temporary staff member of the department (PhD candidate or postdoc)³
 - e. HR Manager (secretary).
5. The selection committee interviews the candidates and decides on one candidate to recommend to the Faculty Board.
6. The Faculty Board consults the staff members of the department about the candidate recommended by the committee (Article 9.5 of the Faculty Regulations).⁴
7. The Faculty Board consults the Faculty Council about the candidate recommended by the committee (Article 9.5 of the Faculty Regulations).
8. The Faculty Board consults the other Heads of Department about the candidate recommended by the committee (Article 9.5 of the Faculty Regulations).
9. Appointment by the Faculty Board (Article 9.5 of the Faculty Regulations).

The procedure for appointing a Head of Department will be started six months before the end of the current Head of Department's term of office.

If the new Head of Department's term of office will start later than the date when the current Head of Department's term of office will end, the Faculty Board can decide to temporarily appoint an interim Head of Department (whether or not from the current department). This provides for the possibility to introduce a short bridging period until a succession takes place.

Procedure for reappointing the current Head of Department

1. Evaluation and assessment
 - a. Conduct a 360-degree feedback procedure (by the HR Manager)⁵
 - b. Interview between the Dean and the Head of Department (in the presence of the HR Manager). If both parties are satisfied, this will be followed by the steps listed below.
2. The Faculty Board takes a proposed decision to reappoint the current Head of Department.

¹ If no one in the department is interested, or if the selection committee considers that none of the candidates is suitable, the Faculty Board can decide to also open the vacancy to staff members of the other departments.

² The chair of the committee will first check that this person is not interested in applying for the role themselves.

³ This member will only be asked to be a member of the committee once the applicants are known, as it is undesirable for this temporary staff member to be under the supervision of one of the applicants.

⁴ Precisely when and how this consultation will take place will be decided later.

⁵ Precisely when and how this is to take place will be decided later.

3. The Faculty Board consults the staff members of the department about reappointing the current Head of Department (Article 9.5 of the Faculty Regulations).
4. The Faculty Board consults the Faculty Council about reappointing the current Head of Department (Article 9.5 of the Faculty Regulations).
5. The Faculty Board consults the other Heads of Department about reappointing the current Head of Department (Article 9.5 of the Faculty Regulations).
6. The Faculty Board takes a definitive decision about reappointing the current Head of Department (Article 9.5 of the Faculty Regulations).

The procedure for reappointing a Head of Department, where applicable, should be started six months before the end of the current Head of Department's term of office.