Procedure for Training at the Faculty of Archaeology

Contents
1. Introduction ........................................................................................................................................... 1
2. Procedure for academic staff (general/compulsory training): ......................................................... 1
3. Procedure for academic staff (other than general/compulsory training): ...................................... 2
4. Procedure for non-academic staff: ........................................................................................................... 2
5. Procedure for postdocs (without Faculty of Archaeology contract) ................................................. 2
6. Training application criteria ..................................................................................................................... 2
7. Decision criteria ...................................................................................................................................... 3
8. General/Compulsory training imposed by the Faculty of Archaeology ......................................... 3

1. Introduction
Staff members have expressed interest in taking part in training and study programmes. This is a positive signal, and something that we want to stimulate as a Faculty. In the context of our staff’s development, we offer a number of options for further training. The following can be stated:
- Every member of the academic staff has a drawing right, and they can use this amount for a study or training programme.
- Some training programmes are compulsory/generally available at the Faculty of Archaeology. These will be paid from a central Faculty of Archaeology training budget.
- Every year, we make an inventory of the wishes of non-academic staff members, and check in consultation with the Faculty Board which training/study programmes we can grant.
- Professors by special appointment can make use of the ‘emeritus policy’. Click here for this policy.
- All staff members can also make use of New Heroes. New Heroes offers many different personal training programmes linked to the staff member’s personal development.
- Postdocs (without a contract at the Faculty of Archaeology) must in principle always request permission from the Faculty Board, also for general/compulsory training programmes.

2. Procedure for academic staff (general/compulsory training)
Step 1. The supervisor and staff member discuss the staff member’s wish to take part in a training/study programme during the P&D interview.
Step 2. The supervisor informs HR.
Step 3. HR maintains a list with all applications.
Step 4. HR checks whether the training programme is really compulsory. If the programme is not on the list, HR informs the head of department.
Step 5. HR informs the head of department of the SAP number that can be used.
Step 6. The head of department informs the staff member (and if needed the supervisor).
Step 7. The staff member takes part in the training programme.
3. Procedure for academic staff (other than general/compulsory training)

Step 1. The supervisor and staff member discuss the staff member's wish to follow a training/study programme during the P&D interview.
Step 2. The staff member uses their drawing right to enrol in the training/study programme.
Step 3. Drawing right to programme? If yes, the head of department may, in consultation with the staff member, submit a Training Application (see Section 1.6, Training Application Criteria) to HR/the Faculty Board, to allow the staff member to follow the training programme after all. In this context, it should be clear that the training programme is useful for the Faculty, the department, and the staff member's development.
Step 4. HR maintains a list with all applications.
Step 5. HR discusses the list with the Faculty Board.
Step 6. HR informs the head of department of the Faculty Board's decision. If the application is approved, the SAP number is shared.
Step 7. The head of department informs the staff member (and if needed the supervisor).
Step 8. The staff member takes part in the training programme.

4. Procedure for non-academic staff

Step 1. The staff member discusses their training/study wishes with their supervisor during the P&D interview. Note: this should be done before 1 April of the relevant year, so the application can be included in the staff scan taking place in April-May.
Step 2. The supervisor informs HR. This requires sharing certain information, which is listed under Training Application Criteria.
Step 4. HR makes an inventory and creates a list of all wishes.
Step 5. HR brings the list to a Faculty Board meeting (during a staff scan) to discuss and decide on which training programmes can be granted.
Step 6. HR communicates to the supervisor which staff members are or are not allowed to take part in the training programme + explanation of the decision.
Step 7. The supervisor informs the staff member.
Step 8. The staff member takes part in the training programme.

5. Procedure for postdocs (without Faculty of Archaeology contract)

Step 1. A postdoc without a contract at the Faculty of Archaeology is interested in taking part in a grant training and discusses this with their supervisor during the P&D interview.
Step 2. Their request is discussed with the head of department.
Step 3. The head of department discusses the matter with HR before April.
Step 4. The request is submitted by HR to the Faculty Board during the staff scan. Most grant proposals require an embedding guarantee. Any training that is required to acquire the grant can be included in this embedding process. The Academic Committee is involved in this process.

6. Training application criteria

What criteria should a training application meet?

An application should contain the following information:

- What training programme does the staff member wish to follow?
- Why does the staff member wish to follow this training programme? Specifically mention the added value of the training programme for the job/Faculty/University.
• When will the training programme take place?
• What are the total costs?

If any information is missing, this should be communicated to the head of department so they can add the relevant information to the application.

7. Decision criteria
Due to budget constraints, it is not always possible to take part in a training programme. Based on the established criteria, the committee decides whether a given training programme can be followed. This depends on how many requests for training/study programmes have been submitted, and how much budget is still available. In addition, training opportunities must be equally distributed among staff members. Everyone should have an equal opportunity to follow a training/study programme. If there are too many applications, the relevance of the training/study programme for the Faculty/department will be taken into account.

8. General/Compulsory training imposed by the Faculty of Archaeology
- BTQ \( \rightarrow \) compulsory for teaching staff (not PhD).
- Dutch-language course \( \rightarrow \) for international staff with Faculty of Archaeology contract.
- PhD Supervision \( \rightarrow \) to retain *ius promovendi*.
- Academic Leadership \( \rightarrow \) for head of department/Faculty Board members, paid by Leiden University.
- Academic Management and Leadership skills \( \rightarrow \) for academic managers.
- D&I-related training, for example on implicit bias.
- Grant training/writing \( \rightarrow \) for research grant applications.
- Interview training \( \rightarrow \) to ensure successful interview at later stage of research grant application.
- HEAT training \( \rightarrow \) HR will check whether this training programme is still required.
- Communication training \( \rightarrow \) always in consultation with head of department.
- Compulsory courses for study advisers and study career advisers.