

# Training course policy Faculty of Archaeology

## Introduction

There is a lot of interest from employees to take part in training courses. This is a good sign, and it something we as a faculty want to encourage. In the context of employee development,

we offer a range of different opportunities:

- All academic staff have drawing rights. This amount can also be used to pay training courses.
- Each department (World Arch, Sciences, Heritage) and our Faculty bureau have their own budget for training courses.
- Professors by special appointment can take advantage of the Emeritus Policy. Click [here](#) to read the policy.
- New Heroes offers a wide range of personal development courses and is available to all employees.

## Budget

December each year, there is a training course budget determined per department for the following calendar year. The DV or Directeur Bedrijfsvoering is responsible for his/her department budget. The budget is based on the number of FTE's which are paid via Firstline funding. In addition, a budget has been reserved for management training courses. More information can be found under the paragraph 'Management development'.

## Management Development

Several management training courses are offered by the University Leiden. If an employee wants to follow this training course, this request will be taken into account and discussed during the FB-DV meeting. A joint decision is made whether the training course can be followed. This budget is recalibrated annually in December for the following year.

Examples of management training courses are:

- Academic Leadership
- Academic Management and Leadership skills

## Process for requesting a training course

### 1. Process for Academic staff

Step 1: Manager and employee discuss training course(s) that the employee would like to follow during the Performance and Development Interview.

Step 2: Employee checks whether this is a general and/or compulsory training.

Step 2a. If it is not a general and/or compulsory training course, the employee can use his/her own drawing right to complete the course. You can proceed to step 5 in this process.

Step 2b. If it concerns a general and/or compulsory training course, the manager will discuss the request with the DV to check the available budget.

Step 3. DV checks whether there is budget available. Please note that this budget cannot be exceeded.

Step 4. DV provides feedback to the manager.

Step 5: Employee follows the training course.

## 2. Process for non-academic staff

Step 1: Manager and employee discuss training course(s) that the employee would like to follow during the Performance and Development Interview.

Step 2: Manager discusses the request with the Directeur Bedrijfsvoering to check the available budget.

Step 3: Directeur Bedrijfsvoering (and HR if necessary) checks the available budget.

Please note: the budget cannot be exceeded.

Step 4: Manager receives feedback from the Directeur Bedrijfsvoering and informs the employee.

Step 5: Employee follows the training course.

## Training request criteria

A request must include the following information:

- The training course the employee wants to follow.
- The reason the employee wants to follow this training course. How this training course will benefit the position/faculty/university.
- The dates on which the training course will take place.
- The total cost.

## Decision criteria

Due to budget constraints, not all requests for training courses can be granted.

A decision is made, based on the established criteria, as to whether or not an employee can follow a training course. This depends on how many requests for training courses have been received and how much budget is left. The budget also has to be allocated equally among employees. Everyone should have the same opportunities to participate in a training course. If there are too many requests, the relevance of the training course for the faculty/department is taken into account.

## 3. General and/or compulsory training courses at the Faculty of Archaeology

- Basic Teaching Qualification (compulsory for teaching staff);
- Dutch lessons for international staff who have a contract with the Faculty;
- PhD supervision (to retain the right to supervise PhD candidates);
- D&I-related training courses, e.g. Implicit Bias;
- Grant training/writing;
- Interview training;
- HEAT training;
- Communication training (always in consultation with DV);
- Compulsory training courses for study advisers and study career advisers.