Process for training requests at the Faculty of Archaeology

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1. 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 for training courses.
- Various training courses are provided by the Faculty of Archaeology on a general/compulsory basis. These are paid for from a central Faculty training budget. However, this budget is not unlimited. Therefore, Faculty Boards (FB) and Department Chairs (DV) decide together who can attend which training course and when. For more information, see point 7 – Decision criteria.
- Every year, we review the wishes of our non-academic staff to determine, together with the FB, which training courses we can and cannot fund.
- 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 also available to all employees.
- Postdocs (without a contract with the Faculty of Archaeology) must always submit training requests to the FB for approval, even for general/compulsory training courses.

2. Process for academic staff (general/compulsory training courses)
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 informs HR.
Step 3: HR maintains a list of all requests.
Step 4: HR checks whether training courses are actually mandatory. If not on the list, HR reports back to DV.
Step 5: Twice a year, the Faculty Board assesses, in consultation with the DVs, whether the training course(s) may be taken. (Assessment period 1: in April, during the personnel scan. Assessment period 2: in November, during the next FB/DV meeting.)

Step 6: HR informs DV about the FB’s decision. If approved, the SAP number is communicated. DV informs employee (and manager, if applicable).

Step 7: Employee follows the training course.

3. **Process for academic staff (courses other than general/compulsory training courses)**

   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 uses their drawing right to follow a training course. (If the cost of the training course is less than the amount of the drawing right, proceed to step 7.)

   Step 3: If the employee has used up their drawing right, the DV, in consultation with the employee, can submit a training request (see ‘6 - Training request criteria’) to HR/FB for the employee to still be permitted to follow the training. This request must clearly demonstrate the benefits of the training course for the faculty, the department and the development of the employee.

   Step 4: HR maintains a list of all requests.

   Step 5: Twice a year, the Faculty Board assesses, in consultation with the DVs, whether the training course(s) may be taken. (Assessment period 1: in April, during the personnel scan. Assessment period 2: in November, during the next FB/DV meeting.)

   Step 6: HR informs DV about the FB’s decision. If approved, the SAP number is communicated.

   Step 6: DV informs employee (and manager, if applicable).

   Step 7: Employee follows the training course.

4. **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 informs HR. Specific information is required for this (see ‘Training request criteria’).

   Step 4: HR takes stock and draws up a list of all training requests.

   Step 5: Twice a year, the Faculty Board assesses, in consultation with the DVs, whether the training course(s) may be taken. (Assessment period 1: in April, during the personnel scan. Assessment period 2: in November, during the next FB/DV meeting.)

   Step 6: HR informs the manager which employee(s) may/may not follow a training course and provides an explanation of the decision. If approved, we provide a cost centre code.

   Step 7: Manager informs employee (if applicable).

   Step 8: Employee follows the training course.

5. **Process for postdocs (without a contract with the Faculty)**

   Step 1: A postdoc without a contract with the Faculty is interested in following a grant application training course and discusses this with their manager during the Performance and Development Interview.

   Step 2: Request is discussed with the DV.

   Step 3: DV discusses this with HR before April.
Step 4: HR submits the request to the FB during the personnel scan. Most grant proposals require an embedding guarantee. Any training requests (in order to obtain a grant) can be included in this process. The scientific committee is consulted during this process.

6. Training request criteria

What are the criteria for a training request?

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.

If any information is missing, the DV will be informed and asked to complete the request.

7. 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.

8. General/compulsory training courses at the Faculty of Archaeology

- Basic Teaching Qualification → compulsory for teaching staff (not PhD candidates)
- Dutch lessons → for international staff who have a contract with the Faculty
- PhD supervision → to retain the right to supervise PhD candidates
- Academic Leadership → for DV/FB roles, paid for by LEI
- Academic Management and Leadership Skills → for academic managers
- D&I-related training courses, e.g. Implicit Bias
- Grant training/writing → for research applications
- Interview training → to pass the interview at a later stage of the research application process
- HEAT training → HR will check whether this training course is still required
- Communication training → always in consultation with DV
- Compulsory training courses for study advisers and study career advisers