

**Draft minutes meeting Faculty Council – Faculty Board
February 26, 2024**

Present FC: Anastacia Peters (chair), Martina Huber (vicechair), Sophia van Goor, Tessa Gote, Adela Gregáňová, Laura Heitman, Floris Hessels, Linda Holtman, Henk Hoekstra, Leon Huiszoon, Lars Jeuken, Joey van Oirsouw, Veerle Verbeek

Present FB: Jasper Knoester, Bart de Smit, Suzanne van der Pluijm, Nalani Verwoord, Floris van Kampen (Secretary of the Board)

Official secretary FC: Liselore Brederode

Guests:

Johan Detollenaere (Information manager) for subject 2

Kirsten Martens (Policy advisor Education) for subject 3

Conny Schaap (HR adviser) for subject 4

Absent: Michelle Spierings

1 **1. Opening remarks and approval of the agenda**

2 Peters opens the meeting at 15:35 hrs. and welcomes those present. On behalf of the council an additional
3 subject, the AEG-model, will be discussed under subject 9. With this subject the agenda is set.

4

5 **2. IT related subjects**

6 Informative presentation.

7

8 Detollenaere informs the council about the IT Workgroup, the IT Project calendar, the migration from GROS
9 to SOFOS 360 and the BYOD project (Bring your own device for students).

10 The presentation will be sent to the council afterwards.

11

12 The council asks a few questions regarding BYOD.

13

14 *Is there a list of future available software so that teachers can prepare in advance for their lectures next year?*

15 All available apps can be found on the platform itself. Teachers will be asked in advance what licenses are
16 needed. Detollenaere will pass on the request for making an overview for teachers containing all the available
17 apps.

18

19 *What is the solution when a student's laptop is (temporarily) out of use?*

20 It is currently coordinated with the ISSC that a limited number of laptops will be made available for
21 temporary loan.

22 Thanks to Detollenaere for giving the presentation.

23

24 **3. Leiden Register of Programmes FWN**

25 (Leids Register Opleidingen FWN – LRO)

26 Request for advice.

27 *Attachment:*

28 - *Memo FR Leids Register Opleidingen (LRO) 2025-2026*

29 - *LRO 2025-2026 totaal met richtingen voor faculteiten FWN feb 24*

30

31 Kirsten Martens, education policy officer, is present for comment.

32

33 De Smit discussed the LRO in detail with the Students and Education Policy Committee on February 21.

34
35 The council has no recommendations for adjusting the LRO.
36 The faculty board will determine the document on February 27, after which it will be send to the Executive
37 Board.

38
39 Thanks to Martens for providing explanation.

41 **4. Collective labor agreement (cao) and policy FWN surrounding teaching PhD's**

42 For discussion.

43
44 Van der Pluijm explains how the current situation came to be and how it will be resolved.

45
46 A few months ago some PhD candidates were having doubts if their contract and salary were (still) in order.
47 der Pluijm indicated that we are currently making an inventory whether PhD candidates might have been
48 assigned the wrong job profile. This depends on the circumstances of each individual case and we therefore
49 need to resolve it on an individual basis. Once we have completed this inventory the relevant employees will
50 be approached on an individual basis. The aim is to finalize this within a few weeks.

51
52 During the meeting a remark was made on salary increases for PhD's after 4 years of service. In that regard, it
53 was pointed out that employees do not automatically move up a step in their pay scale every year. This
54 depends on various elements, for example the fact that employees at some point may reach the maximum of
55 their pay scale which is the case for PhD-candidates after four years of service. If a contract of a PhD-
56 candidate is extended this does therefore not automatically give them the entitlement to a salary increase.

57
58 For the future we expect to prevent ambiguity, to make sure to have clear agreements in place for all parties
59 at the moment of hiring.

60
61 The council would like to be kept informed about the ongoing process and overall outcome.

62
63 Thanks to Schaap for providing explanation.

65 **5. Proposed titles for institute board members**

66 Consultation.

67 *Attachment:*

68 - *084-24 Memo FB FWN_Concept titels leden instituutsbesturen*

69
70 The suggested titles for the portfolio holder education and the portfolio holder operational management (
71 "Onderwijsdirecteur" and "Operationeel directeur") yield the same abbreviations in Dutch, that is to say
72 "OD", which is also the current abbreviation for Programme Director ("Opleidingsdirecteur"). The council
73 considers this to be inconvenient.

74 In the last paragraph of the presented document, the faculty board indicates: "However, the content, and not
75 the possible abbreviation, was leading in this proposal". The council disagrees as abbreviations are commonly
76 used in the faculty and university and therefore considers them to be as important as the titles.

77 The council suggests to modify the title "Operationeel directeur" to "Facilitair directeur". Also suggested is to
78 determine the abbreviations in advance and not by the organisation itself afterwards, for example by using
79 three letters instead of two, resulting in various abbreviations.

80 According to the board the titles were very difficult and she encountered the same issues as the council. The
81 suggestions of the council will be taken in consideration. The board promises to determine all abbreviations
82 in advance.

84 **6. Draft procedure for appointing portfolio holder education (institute board)**

85 Consultation.

86 *Attachment:*

87 - *085-24 Memo FB FWN_Benoemingsprocedure pfh. onderwijs instituutsbestuur*

88
89 The council considers it necessary that the portfolio holder education is very familiar with not only the
90 content of the education provided by the institute, but also the management of the education. This person
91 must be well informed and involved in all the issues within the institute in order to know how to manage and
92 how to lead the staff. The council's preference is appointing a Programme Director, which the reorganisation
93 plan also emphasizes.
94 The council is concerned that the appointment advisory committee (BAC) has insufficient insight into
95 educational matters to be able to advise about the right person. Therefore the council advises that the
96 proposed BAC member from the institute council should have a strong affiliation with education and its
97 organisation. The council also advises to change the "member of the academic staff" in the BAC to "staff
98 member": this will allow institutes to for instance select a study coordinator to be part of the BAC.
99 The faculty board appreciates the advice and will take it in consideration.

100
101 The council asks a few questions.

102
103 *Why does the BAC have a HR advisor?*
104 The Head of HR is part of the BAC because of their expertise and being highly capable to assess whether
105 someone has, or is able to develop, the required management skills. The input of HR is considered to be very
106 important.

107
108 *When recruiting staff for a higher position like a member of the board of the Institute, it is common that*
109 *scouts will investigate possible candidates. Why is this method being renounced?*
110 This concerns an abbreviated and one-off procedure. The regular procedure for all three functions is also
111 being drawn up for future use. These procedures will be drawn up after the implementation of the collegiate
112 institute boards is completed.

113 114 **7. Action points and minutes from the previous meeting**

115 *Attachments:*
116 - *Minutes meeting FC-FB January 26, 2024*

117
118 The minutes are adopted unchanged.

119
120 In response to the action points:

121
122 20240122-5
123 A staff member of the UFB will be invited for the meeting in April or May to inform the council about the
124 catering possibilities.

125
126 The other action points are pending.

127 128 **8. Questions, comments and open forum on behalf of the Faculty Board**

129 a. Received and sent documents Jan 2024

130 *Attachment:*
131 - *Received and sent documents Jan 2024*

132
133 The council has no questions or comments.

134 135 b. Decisions of the Faculty Board Jan 2024

136 *Attachment:*
137 - *Decisions of the Faculty Board Jan 2024*

138
139 The council has no questions or comments.

140 141 **9. Questions, comments and open forum on behalf of the Faculty Council**

142 a. Update changes AEG-model (university's intern allocation model for government funds – first cash flow)
 143 Van der Pluijm gives an update.
 144
 145 Initiated by the Executive Board, the last few months the AEG-model has been discussed with all Faculty
 146 Boards because of the model is considered to be outdated and in need of modification. All boards agreed
 147 upon renewing the model. The design and terms of the new model is being discussed by the Executive Board
 148 and the University Council.
 149 The currently used model was drawn up ten years ago with the purpose to stimulate research by applying
 150 certain parameters in the model. An analysis by the Finance Directorate has led to the conclusion that in the
 151 near future these parameters will cause a larger expenditure than the funds received by the university by the
 152 government.
 153 Although a negative consequence for FWN is expected when the new model goes in effect, renewing the
 154 model is considered to be necessary to fairly divide incoming funds between the faculties.
 155 Expected consequence for FWN when changing the model is a lesser faculty growth financially. It remains to
 156 be seen what the effects will be for the individual institutes.
 157 FWN has some concerns about whether goals are being achieved within the parameters such as ECs, the
 158 number of diplomas, etc. However, these concerns are not new and were also there with the use of the old
 159 model.
 160 The Faculty Board awaits the outcome of the discussion by the Executive Board and the University Council.
 161
 162 The council would like to be kept informed.
 163
 164
 165 **Closed part of the meeting:**
 166
 167
 168 **10. Update process reorganisation**
 169 Informative.
 170
 171 The board has no updates, other than that the process is proceeding as planned.
 172
 173 Peters thanks all those present and closes the meeting at 17:03 hrs.

Action points

Number	Who	Action	Status
20240122-5	Van der Pluijm	Invite a stafmember of the UFB to inform the council about the catering possibilities.	Meeting April or May
20240122-5	De Smit	Bring the subject "one-time option for retaking a passed grade" under the attention of the study advisors for submitting this to their presentations.	Pending
20231204	Leon & Veerle	plan opstellen voor budget extra middelen voor de medezeggenschap	Pending