

GUIDELINES FOR FILLING VACANCIES AND APPOINTMENTS AT MAASTRICHT UNIVERSITY

The Executive Board of Maastricht University instructs managers to adhere to the following Guidelines for filling vacancies and appointments.

1. For the purposes of these Guidelines, the following definitions apply:

- a. *staff position*: a position in the staffing of a unit;
 - b. *person responsible for the staff position*: the dean or director who needs a staff position filled in their unit;
 - c. *vacancy*: an open staff position reported to the Staff Career Centre (SCC);
 - d. *person responsible for the vacancy*: the manager who has a vacancy in his/her unit;
 - e. *unit*: faculty, service centre, Maastricht University Office or another separate administrative unit referred to in the UM Administration and Management Regulations;
 - f. *candidate*: a person who has indicated to the person responsible for the vacancy that he/she is interested in the relevant vacancy;
 - g. *re-employment candidate*: a candidate who has been designated as a reassignment candidate by the SCC, in accordance with the the UM Reinstatement Policy Guidelines and the prevention of unemployment;
 - h. *reintegration candidate*: a candidate who has been assessed as being no longer able (in whole or in part) to perform his/her own duties (the stipulated work) for medical reasons and who has been designated as such by the SCC, in accordance with the UM Guidelines for Reintegration;
 - i. *internal candidate*: a candidate who:
 - has a permanent position at Maastricht University or has worked at Maastricht University for at least six months, or
 - is receiving a benefit from Maastricht University, or
 - is working at Maastricht University in the context of the sheltered employment scheme (WSW) or the Participation Act (Participatiewet).
- Contrary to the above, a person working as a student assistant is not an internal candidate even if he/she receives a benefit from UM after the end of his/her employment. The internal candidacy must, if necessary, be demonstrated by the candidate himself/herself.
- j. *external candidate*: the candidate who is not a reassignment candidate, a reintegration candidate or an internal candidate;
 - k. *SCC*: *The Staff Career Centre*;
 - l. *manager*: administrative manager.

2. The starting point for filling a position is that the candidate must be suitable for the position as described in the vacancy text or must be capable of being made suitable for it within a reasonable period of time.

3a. The person responsible for the staff position will determine whether a staff position will be filled and which requirements the candidate for the position must fulfil and, in consultation with the HR adviser, which UFO profile is applicable to the position.

b. The person responsible for the staff position may fill a vacant staff position as part of a staffing plan by restructuring tasks and/or positions in such a way that the vacant staff position does not result in a vacancy.

c. In the context of mobility, the person responsible for the staff position may move employees in the same position to a different place in the department or to a different organisational unit, thus opening up a vacancy in a different place than originally.

d. The person responsible for the staff position can monitor the flow of employees on the basis of the concept of career prospects. If there is an internal candidate available who has reached the end of a learning process (whether internal or external) in the context of career development by means of a Personal Development Plan agreed with the manager, this person can be appointed in order to fill such a vacant position so that the vacant staff position does not lead to a vacancy. This applies to both members of the administrative and support staff and the academic staff. As a result, a vacancy may become available at a different location than originally. The provisions of the current Career

Development Regulations for Academic Staff (document number 20.10.0038) provide more insight into the career policy of academic staff.

4. If the work to be performed extends over a period of less than six months and/or is very small in scope¹, a temporary employee or someone with a comparable employment relationship will generally be engaged for this work, unless the work can be temporarily assigned to a reassignment or reintegration candidate or the work is assigned to a seconded employee.

5. If a staff position is not filled in the manner described in Article 3b, 3c or 3d, a vacancy formally arises and is reported to the SCC.

6a. The SCC determines whether recruitment will take place for the vacancy. In doing so, the SCC must also consider whether there is a suitable reassignment or reintegration candidate for the vacancy.

b. If the SCC determines that a reassignment or reintegration candidate is available for the vacancy, it will immediately notify the person responsible for the vacancy so that it can be determined whether a person can be placed in the position in accordance with the UM Guidelines for Reassignment or the UM Guidelines for Reintegration.

c. If the SCC recommends candidates, the person responsible for the vacancy will examine the suitability of the candidates for the position. These candidates will preferably be invited to an interview.

d. If there are several suitable reassignment and/or reintegration candidates available for the vacancy, the person responsible may choose one of them. There will be no ranking order of candidates.

7. Recruitment will take place for the vacancy after it has been established that none of the candidates recommended by the SCC will be appointed.

8. Recruitment for a position will first take place through internal, UM broad, publications. Internal and external recruitment may take place at the same time for academic staff positions and for vacancies for which there is no likelihood of suitable internal candidates. In the latter case, the HR Director must give explicit permission.

9. As a general rule, candidates are required to express their interest, motivation and suitability for the position through an application.

10. Internal candidates have priority over external candidates if they meet the job requirements of a vacancy and if they are equally qualified.

11a. Subject to the provisions of these Guidelines, the person responsible for the vacancy will decide who will fill the vacancy and under what conditions². When doing so, he/she will adhere to the relevant rules and guidelines. He/she may be advised by a selection committee³, of which he/she may or may not be a member.

b. Before the person responsible for the vacancy decides on the appointment of a manager, a selection committee consisting of two or more persons will be given the opportunity to advise on the candidate or candidates. The selection committee will be predominantly comprised of persons from the unit where the manager will work; in particular, it has the task of assessing whether the candidate is a good fit with the unit. A selection committee need not be established if the reasons for not doing so are made explicit.

12. In special cases, the Executive Board may deviate from the provisions of these Guidelines.

¹ The starting point here is less than or equal to 0.1 FTE.

² The Executive Board decides on the appointment of professors and unit heads.

³ Selection committees should be diverse in terms of composition.

13. These Guidelines have been adopted by the Executive Board in accordance with the Local Consultative Body on 2 June 2020. These Guidelines shall take effect from 3 June 2020. At the time these Guidelines take effect, the Guidelines for Filling Vacancies and Appointments at Maastricht University as adopted by the Executive Board on 19 December 2019 will become invalid.