Maastricht University

UM Career Compass

for Assistant, Associate and Full Professors

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General instructions
How to use the UM Career Compass?

UM strives for an environment which emphasises personal and professional development for all of our employees, thereby fostering sustainable employability. This focus on development should be continuous throughout one's career, and not simply when a promotion (vertical development) is at stake.

The UM Career Compass was created to facilitate the dialogue on employee development and UM's support for it. The UM Career Compass facilitates dialogue between UM and employee about the employee's work, behaviour and performance. The dialogue about your development is about finding a good balance between personal talents and ambitions and organisational needs and strategies. You, the employee, provide evidence demonstrating the quality of your work and your plans and vision for the future. Employees may use all types of quality indicators, as long as they relate

to a single output item and are transparent enough to be interpreted meaningfully. If (quantitative) indicators are used, the UM Career Compass serves to tell the story behind the indicators. In general, the use of qualitative and quantitative indicators should be balanced in an equal manner across all domains. The UM Career Compass should contribute to a working environment which is inclusive and in which staff are treated in an equitable and fair way.

In order to limit the workload for both academics and the leadership, we've created a rubric for this process. Please be concise, and only list content that is meaningful at present.

The UM Career Compass is applicable to all Assistant, Associate and Full Professors and – depending on the agreement the candidate makes with the leadership – replaces previous formats for annual talks and exhaustive promotion files.

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UM Career Compass
Personal details

Name

Date of the annual development talk

Current academic position

Current academic labelling[1]

Time in years in current academic position

Time in academia (rounded to the nearest year)

[1] *% of contract dedicated to the various domains*

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Looking back

UM employees' achievements should be seen in light of the opportunities available. In this optional section you may describe special circumstances (both personal and professional) you have encountered while achieving your results. Think of ongoing limitations, opportunities or delays. As an overall guideline – short delays of two months or less do not need to be mentioned.

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My strengths and development

Describe your focus during the last year and reflect on last year's development talk. For example, if you think that your contribution is mainly in education, then state this and spend more words on education (in the following sections) as compared to other academic domains. Conversely, if you think that your main contribution has been on societal impact, research or leadership, then state this instead. Additionally, use this section to describe your strengths, points for development.

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Provide (on the next page) an overall and general reflection on how you have performed on the four UM core values (academic citizenship, personal/professional leadership, team performance and Open Science & impact) referring to the evidence you have provided in the following sections. Questions you might ask yourself include:

"Did my work demonstrate the support of academic life and the wider civic mission of the university?"

"What were the most important insights I gained into my own function and how did I act upon those insights by steering/directing my work in the past year?"

"How have I contributed to the goals and ambitions of my department?"

"How did I ensure that my research publications and data are as open as possible and as closed as necessary?"

"In which other activities in the realm of Open Science have I been involved (if any)?"

Reflect on your personal drive and personal values in relation to those four UM core values. You can support your argument by using indicators[2]. Note that within the various development components in the following sections, a more in-depth reflection on the application of the UM core values can be provided.

[2] Examples of indicators across the various domains can be found here

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UM Career Compass
Reflections on UM Core Values - A

Academic citizenship

Personal/professional leadership

Team performance

Open Science & impact

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Reflections on Development Components - B & C

When reflecting on development components – the B and C part of your academic profile – focus on quality and impact instead of quantity or publication arenas. You can support your argument by using indicators[3]. If neither your performance nor your reflection on it has changed compared to the previous year, there is no need to answer the question(s).

For the leadership domain development components, it is recommended to consider UM's vision on leadership as outlined in:

When reflecting on leadership domain development components, the following questions might be asked:

"What did you do to empower and enable people?"

"How would you evaluate yourself on your managerial tasks in light of the goals that you set?"

"How have you fostered diversity and inclusivity?"

When describing your contributions and performance in the leadership domain, please refer to the six clusters of behaviours as described in the leadership narrative. Additionally, look for specific examples to support your point of view and, where possible, seek input from different stakeholders that you have worked with. If indicators are available for further input, please include these also.

[3] Examples of indicators across the various domains can be found here

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Delivering and organising education

What are your main contributions to delivering and organising education? How have you deployed the UM core values in this domain? Select the accomplishments that are most important to discuss.

Reflect on where you are and what you have learned regarding delivering and organising education. Explain why the above achievements matter.

Future outlook: If you plan to grow in this area, how do you plan to do so? What are your future aspirations regarding delivering and organising education? How do they fit the needs of the department/ organisation? How can the organisation support your needs? Be as concrete as possible.

Conducting and disseminating research

What are your main contributions to conducting and disseminating research? How have you deployed the UM core values in this domain? Select the accomplishments that are most important to discuss.

Reflect on where you are and what you have learned regarding conducting and disseminating research. Explain why these achievements matter.

Future outlook: If you plan to grow in this area, how do you plan to do so? What are your future aspirations regarding conducting and disseminating research? How do they fit the needs of the department/ organisation? How can the organisation support your needs? Be as concrete as possible.

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*Patient Care
(if applicable)*

What are your main contributions to patient care? How have you deployed the UM core values in this domain? Select the accomplishments that are most important to discuss.

Reflect on where you are and what you have learned regarding providing patient care. Explain why these achievements matter.

Future outlook: If you plan to grow in this area, how do you plan to do so? What are your future aspirations regarding patient care? How do they fit the needs of the department/organisation? How can the organisation support your needs? Be as concrete as possible.

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Elective component

What are your main contributions to this elective component? How have you deployed the UM core values in this domain? List up to 3 of your top achievements. Explain why these achievements matter.

Reflect on where you are and what you have learned regarding this elective component.

Future outlook: If you plan to grow in this area, how do you plan to do so? What are your future aspirations regarding this elective component? How do they fit the needs of the department/ organisation? How can the organisation support your needs? Be as concrete as possible.

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Elective component

What are your main contributions to this elective component? How have you deployed the UM core values in this domain? List up to 3 of your top achievements. Explain why these achievements matter.

Reflect on where you are and what you have learned regarding this elective component.

Future outlook: If you plan to grow in this area, how do you plan to do so? What are your future aspirations regarding this elective component? How do they fit the needs of the department/ organisation? How can the organisation support your needs? Be as concrete as possible.

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Elective component

*Duplicate this page if your academic profile
contains more than 3 elective components.*

What are your main contributions to this elective component? How have you deployed the UM core values in this domain? List up to 3 of your top achievements. Explain why these achievements matter.

Reflect on where you are and what you have learned regarding this elective component.

Future outlook: If you plan to grow in this area, how do you plan to do so? What are your future aspirations regarding this elective component? How do they fit the needs of the department/ organisation? How can the organisation support your needs? Be as concrete as possible.

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Elaborate on your short and long term aspirations and focus. What are your (long term) ambitions for your future focus as an academic (in terms of education, research, impact, leadership, and the four UM core values)?

Describe how these aspirations would fit the needs of the department/organisation.

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Elective Components for the upcoming period

Once you've had your dialogue on your development, please note which elective components you and your leadership have agreed upon for the upcoming period. You might decide together to prolong your focus on the previously selected components, or you may agree to elect new and/or additional components.

Please select at least 3 elective components.

1

2

3

4

5

6

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Summary of the development talk and agreements

Note the various agreements you made during this year's development talk. How can the organisation support you in achieving your goals? Provide an overall summary of the development talk. In this summary, include the advice given to you by your supervisor.

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Other agreements

Besides noting the agreements with regards to your (career) development on the previous page, also discuss and write down the (applicable) agreements made with regard to holidays, ancillary activities, University Teaching Qualification (UTQ), Continuing Professional Development (CPD), UM's language policy and other matters you and/or your leadership deem fitting.

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Amount of holidays remaining for this calendar year:

Agreement(s) about usage of remaining holidays:

Registration regarding ancillary activities in SuccessFactors:

Ancillary activities applicable

No ancillary activities

No registration (yet)

Discuss how the ancillary activities (if applicable) have influenced your work at UM.

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Other agreements

Did you undertake a development activity during the past year?

Yes

No

Please elaborate.

If applicable, have you completed the UTQ?

Yes

No

If you have not yet completed your UTQ, which agreements have been made in order to complete it in the near future?

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If applicable, has your CPD annex been completed and submitted?

Yes

No

If applicable, do you fulfill the requirements related to UM's language policy?

Yes

No

If you do not fulfil the requirements related to UM's language policy yet, which agreements have been made in order to fulfil the requirements in the near future?

Other agreements:

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This page should be signed by those present in your development talk and should be stored in your personnel-file afterwards[4].

Signature 1

_____

Signature 2

_____

Signature 3

_____

Signature 4

_____

_____

_____

_____

_____

[4] *After completing and having your UM Career Compass signed, send the UM Career Compass to pzarchief@maastrichtuniversity.nl for it to be stored in your personnel-file.*

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