Guidelines for the Appointment, Salary Grading and Promotion of Academic Staff
(Richtlijnen aanstelling, inschaling en bevordering Wetenschappelijk Personeel)

1. Principles

A. The combination of teaching and research
The principle of the Higher Education and Research Act (Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek, WHW) is the combination of the university’s core tasks of teaching and research. These core tasks are preferably to be combined in one post. The members of the academic staff (WP) who have been charged with independently conducting academic teaching and research in a faculty together form the core academic staff (Professors1, Senior Lecturers (UHDs) and Lecturers (UDs)).

The academic staff structure currently distinguishes between the posts of Hoogleraar 1 and 2 (Professor), Universitair Hoofddocent 1 and 2 (abbr. UHD: Senior Lecturer), Universitair Docent 1 and 2 (abbr. UD: Lecturer), and Promovendus (PhD candidate), and for other academic staff the posts of Docent 1, 2, 3, and 4 (Teacher 1, Teacher 2, Teacher 3, and Teacher 4 respectively), and the posts of Onderzoeker 1, 2, 3, and 4 (Researcher 1, Researcher 2, Researcher 3, and Researcher 4 respectively). The numbers indicate the level of the post (1 is higher than 2). The level is determined by the weight of the tasks that constitute the post.

A common feature of the academic personnel posts named above is that academic teaching and research, which are considered to be the core tasks of a university, are central. Staff may undertake tasks in the area of services to society, patient care and administrative and managerial tasks alongside the independent conduct of teaching and research. The volume of the university’s core tasks of academic teaching and research may vary in terms of time, but the requirement of a combination of the two during the appointment remains unaffected. In this respect, the relationship between teaching and research tasks must be such that both aspects are given sufficient attention, based on the principle of a balance in the volume of each of the two tasks (if so desired over the course of a number of years).

Staff who have been predominantly charged with one or other of these core tasks, namely academic teaching (Teacher) or conducting research (Researcher), whether or not within a faculty, belong to the category of other academic staff.

The position of Teacher, job type 4 (salary scale 10) was created to make it possible to charge staff with academic teaching. The option exists to appoint student assistants to carry out mainly executive teaching tasks (tutorials). Work in support of teaching and/or research is normally carried out by members of the administrative and support staff (OBP). Skills training, for instance in the use of statistical packages, language skills, medical and social skills, can also be provided by such administrative and support staff.

Researchers, job type 4 (salary scale 10) and Teachers, job type 4 (salary scale 10) are generally appointed for a limited period of time. The term of the appointment consists of a minimum of 2 years, in accordance with the Collective Labour Agreement for the Dutch Universities (Collectieve Arbeidsovereenkomst voor de Nederlandse Universiteiten, CAO-NU), Article 3.6, Paragraph 2. The duration of such appointments has been determined in view of the need for flexibility, and it is also meant to ensure a degree of stability. In addition, the fixed term serves to mark the difference between Teachers or Researchers of job type 4 (salary scale 10) and PhD candidates more clearly. This term of appointment applies in particular to Researchers and Teachers who are deployed for structural tasks. Other arguments may have a bearing on

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1 This is a translation of the “Richtlijnen aanstelling, inschaling en bevordering Wetenschappelijk Personeel” approved and adopted by the Executive Board of Universiteit Maastricht in its meeting of 7 September 2004. In case of a difference of interpretation, this translation cannot be used for legal purposes and the Dutch text of these Guidelines will be binding.

2 It should be noted that there exist no true equivalents in English for the Dutch job titles of Hoogleraar, Universitair Hoofddocent (UHD) and Universitair Docent (UD). In accordance with internal UM policy, UK terminology and spelling are used in the translation of these guidelines. The UK job titles of Professor, Senior Lecturer and Lecturer are more compatible with (but not full equivalents of) the Dutch job titles of Hoogleraar, UHD and UD respectively. In the North-American system, the job titles could be translated as (but are not equivalents of) Full/Associate/Assistant Professor respectively.

3 A fixed-term employment contract can be renewed a maximum of two times, to a total duration of a maximum of 6 years (CAO-NU, Article 3.6, Paragraph 3).
the term of the appointment in the case of appointments in the context of contract research. It is not the intention to appoint staff to the posts of Teacher or Researcher instead of to the post of PhD candidate if an appointment as a PhD candidate is the more obvious option.

B. The prerequisite of a doctoral degree
The Guidelines for the appointment, salary grading and promotion of academic staff from 1986 already mentioned a doctoral degree as a prerequisite for an appointment as a Lecturer. A relatively flexible attitude was adopted with regard to this requirement in practice. The prerequisite of a doctoral degree was tightened and extended to the posts of Researcher and Teacher in salary scale 11 and above in the Guidelines of 1995.

As a rule, appointments as a Lecturer, Senior Lecturer or Professor do not take place if the candidate does not have a doctoral degree. In any event the candidate will not be appointed for an indefinite period of time. The posts to which the prerequisite of a doctoral degree does not apply are those of PhD candidate, Teacher (salary scale 10) and Researcher (salary scale 10). The prerequisite of a doctoral degree remains in place for any appointment as a Teacher or Researcher in salary scale 11 or above. An exemption may be granted for the post of Teacher (salary scale 11) by imposing additional criteria in the area of teaching. Particular groups of professionals, for instance medical specialists, or General Practitioner (GP) trainers who have a practice as a family doctor, may also be exempted.

The table on the following page lists the academic staff (WP) posts that exist within the Universiteit Maastricht (UM), and shows the tasks, functions and job levels in relation to each other.

C. Open competition
The principle of open competition applies when recruiting staff for all posts within the Teaching and Research job family. Open competition means that in principle internal and external recruitment take place simultaneously for these posts, with due observance of the “Guidelines for Filling Vacancies and Appointments” (Richtlijn Vacaturevervulling en aangaan dienstverbanden UM) dated 29 October 2003, unless a faculty decides to deviate from this principle on good grounds.

D. Final posts, staffing establishment (formatie) and career
The open competition for academic posts means that all these posts, including the post of PhD candidate, are final posts. In general, one preliminary salary scale and one final salary scale (the job scale) are applicable to all academic posts graded higher than salary scale 10, based on the Collective Labour Agreement for the Dutch Universities (CAO-NU), Articles 8.3 and 8.3a respectively, and Articles 15.33 and 15.34 respectively. There is therefore no automatic career progression from PhD candidate to Professor. A new recruitment and selection procedure takes place for each vacant post, with due observance of the Guidelines for Filling Vacancies and Appointments mentioned above. This does not necessarily affect individual careers – PhD candidates can apply for and be appointed to the post of UD, UD’s may apply for and be appointed to a vacant post of UHD, etc. However, they will face competition from other internal and external candidates when applying for such posts.

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4 In Dutch universities, the flows of funding for research refer to the three main sources of research funding: the first flow comes directly from the government = eerste geldstroom; the second flow is from the government via a research organization (indirect government funding, e.g. through NWO = tweede geldstroom); the third flow involves contracts with third parties (contract research) = derde geldstroom.
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As stated before, the academic career within Universiteit Maastricht is limited mainly to a career within the particular post. The prerequisite for such a career is a doctoral degree. The academic posts to which the prerequisite of a doctoral degree does not apply are the posts of Promovendus (PhD candidate), Docent 4 (Teacher 4, salary scale 10), and Onderzoeker 4 (Researcher 4, salary scale 10). An exemption may be granted for the post of Docent 3 (Teacher 3, salary scale 11) by imposing additional criteria in the area of teaching. Particular professional groups, for instance medical specialists, or GP trainers who have a practice as a family doctor, may also be exempted.

The two posts of Universitair Docent (UD, Lecturer) allow a career from salary scale 10 to salary scale 11 (UD 2), or from salary scale 11 to salary scale 12 (UD 1) respectively. Salary scale 10 is the preliminary salary scale and salary scale 11 is the final salary scale for the post of UD 2. Salary scale 11 is the preliminary salary scale and salary scale 12 is the final salary scale for the post of UD 1. Where UD/Lecturers are appointed or promoted to salary scale 12, their range of tasks is such that their post is in actual practice a senior UD post. As a rule, appointment to the post of UD 1 is only possible after a number of years of experience in relevant other posts. There is no automatic progression to salary scale 12 on the basis of a number of years of experience. The member of staff has to structurally perform conceptual and coordinating tasks in teaching and research. The same applies, mutatis mutandis, to appointment or promotion to the two posts of Universitair Hoofddocent (UHD, Senior Lecturer) in salary scale 13 and salary scale 14 respectively. Once again, there is no automatic career progression from PhD candidate to Professor, and a new recruitment and selection procedure is started for each vacant post. Equally, a career as a Researcher or Teacher is only possible if the candidate applies for a higher-level post. Any such post will have to be available within the staffing establishment planning (formatieplanning).
In practice, it may happen that the actual tasks performed by an individual member of the academic staff for a period of time in fact seem to correspond to a different academic staff job profile with greater responsibility than that of the relevant staff member’s formal post. Such a discrepancy between the actual range of tasks and the formal post is generally a result of the staffing establishment policy of the University or of a particular part of the organisation. The range of posts filled by staff in the organisation has been laid down in a staffing establishment plan which follows from the organisation structure or the budgetary framework. For individual employees this means that a transition to a different, more senior post cannot formally take place until a relevant post becomes vacant, even if the employee might be eligible for such a post in view of the actual tasks s/he fulfils. The employee can be rewarded for these extra tasks by means of temporary merit pay.

Universiteit Maastricht currently distinguishes between four types of posts of Researcher and Teacher. Staff are appointed on salary scale 10, 11, 12, or 13 depending on the level of the tasks and any relevant work experience. In principle, the job level determines the final salary scale (10, 11, 12, or 13). A preliminary salary scale applies to positions with final salary scale of 11 or above. Salary scale 12 or 13 will only be granted in exceptional cases. Staff must meet the requirements with regard to the researcher’s or teacher’s tasks and qualities in order to qualify.

As a rule, any promotion within the UM requires a prior formal assessment interview.

The UM is able to reward extraordinary performance within a particular job category, in particular with a bonus or merit pay. Any award of extra remuneration must be based on above-average performance in the particular post.

The definitions and general provisions applying to period of experience, the prerequisite of a doctoral degree, rules with regard to promotion, the nature of the employment, the salary guarantee, and special salary provisions are discussed in the second part of these Guidelines. The level of the post as well as the prerequisites for appointment and salary grading are set out per post (Hoogleraar 2 and 1, Universitair Hoofddocent 2 and 1, Universitair Docent 2 and 1, Onderzoeker 4, 3, 2, 1, Docent 4, 3, 2, 1 and Promovendus) in the third part of these Guidelines.

A general description of the tasks to be performed for the posts mentioned can be found under the relevant job titles in the University Job Classification (Universitair Functieordenen, UFO) documentation, in the description of the core activities, and in the classification criteria.

The core activities (kernactiviteiten) for each employee are recorded and any individual agreements are laid down explicitly on a regular basis. This also applies to the prerequisites for further career progression, such as obtaining a doctoral degree.
2. Definitions and general provisions

Definitions and general provisions applying to the terms period of experience, the prerequisite of a doctoral degree, nature of the employment, the salary guarantee, rules with regard to promotion, and special salary provisions are given below.

A. Period of experience (ervaringstijd)

The term experience refers to work experience that is relevant in relation to the position to be filled.  
1. A relevant period of experience means:
   - work experience acquired after graduation and in accordance with the university degree obtained, and
   - work experience that is demonstrably of direct significance for fulfilling the teaching/research tasks.
2. Experience gained outside employment may be regarded as work experience.
3. A placement, also as part of a doctoraal programme or Master’s degree course, does not constitute a period of experience.
4. Work experience gained after graduation, including training as a medical specialist, PhD pathways and internships (co-schappen) of Master’s in medicine, as well as experience gained after graduating and prior to a final university exam (final examination in medicine, dentistry, veterinary medicine, pharmacy, accountancy and psychological practice) only constitutes experience if it can be demonstrated to be of immediate significance for the post the candidate aspires to.
5. Experience in previous part-time employment is, with due observance of the provisions set out in points 1, 2 and 3 above, considered full-time work experience if and to the extent that such employment constituted a minimum of 0.6 FTE (full-time equivalent). If less, experience is calculated on a pro rata basis.
6. Faculties may draw up supplementary rules with regard to the valuation of previous work experience (abroad) and the evaluation of (non-Dutch) diplomas. In such an event the provisions set out in points 1 to 5 are to be considered minimum provisions. Faculty regulations require the approval of the Executive Board.
7. In individual cases, the person authorised to appoint personnel on behalf of the Executive Board may deviate from the above on good grounds. The Executive Board shall be informed about such deviations.

B. The prerequisite of a doctoral degree

As a rule, for academic posts and in particular for an appointment to an academic post for an indefinite period of time, the prerequisite of having obtained a doctoral degree or obtaining such a degree in the foreseeable future applies. Obtaining a doctoral degree in the foreseeable future means that the draft thesis has been approved by the committee of examiners. Where appropriate, matters relating to obtaining the doctoral degree are agreed in writing at the time of appointment.

C. Nature of the employment

Academic staff may be employed for an indefinite period of time or on a fixed-term contract. The nature of the employment is determined by the following criteria and principles:

1. In principle, a fixed-term contract of employment is granted for temporary work, such as project-related work, substitution and temporary (externally) financed work (CAO-NU, 1.9.2003 - 31.8.2004, Articles 3.6, and 3.7, Paragraph 1, sub b, sub c, sub d, and sub e respectively, and Art. 3.7, Paragraph 2).
2. When structural tasks are concerned, an appointment is in principle granted for a fixed term, with a probationary period of at most two years (CAO-NU, 1.9.2003 - 31.8.2004 Article 3.7., Paragraph 1, sub a). As soon as the person concerned has been found to possess the qualities required for a permanent position on the academic staff, an appointment for an indefinite period of time is granted, unless there are objections against this for other reasons. Any appointment for an indefinite period of time requires a prior assessment interview.

One of the conditions required for permanent employment as a member of the academic staff is that the person concerned holds a doctoral degree (see B. above, The prerequisite of a doctoral degree).

Academic staff without a doctoral degree do not meet the requirements for appointment for an indefinite period of time and will therefore be given a fixed-term contract (CAO-NU, 1.9.2003 - 31.8.2004, Article 3.7, Paragraph 1, sub g).
D. Salary guarantee
In the event of a transition from another sector of the labour market, either the government or trade and industry, the entrance level to the Universiteit Maastricht pay spine may be fixed at the level of salary reached in the previous job, but it may not exceed the maximum salary on the appropriate salary scale for the particular position with the University.

E. Promotion
The person concerned must be assessed prior to being promoted to a new final salary scale. The salary in the new salary scale is fixed at the amount immediately above the point on the salary scale the person concerned had reached in the previous salary scale.

F. Special salary provisions
Academic staff may be considered eligible for extra increments and/or one or more of the bonuses mentioned on the basis of the situations described in the CAO-NU and any further regulations based on the CAO-NU, as well as on conditions set out in the CAO-NU.

G. Final remarks
In a limited number of cases, in particular A point 6 and C, these Guidelines leave faculties the option of drawing up their own regulations to suit their particular needs. Such regulations require the approval of the Executive Board. The Executive Board does not rule out the possibility that faculties, in view of the specific issues they are faced with, may feel the need to particularise the present Guidelines. Such particularisation may be laid down in a faculty regulation and will also require approval by the Executive Board.

This regulation was approved and adopted by the Executive Board in its meeting of 7 September 2004.

This regulation took effect on 1 December 2004, thereby superseding the Guidelines for the Appointment, Salary Grading and Promotion of Academic Staff dated 7 February 1995.
3. Job profiles

A. Hoogleraar / Professor

Recommendation and level of the post
Appointment to the post of Professor takes place on the basis of a special procedure (Recruitment and Selection of Professors, reviewed May 2000), which was adopted by the Universiteit Maastricht for this purpose. In any event, an appointment to the post of Professor requires a structure report that has to be approved by the College of Deans. In principle, professors are initially graded on preliminary salary scale 15; their final salary scale is salary scale 16 (formerly professorial scale A). The maximum salary scales attainable are scales 17 and 18 (formerly professorial scale B), which can be reached if the additional conditions set out below have been met.

The Faculty Board may nominate a candidate to the Executive Board. In principle, the Faculty’s procedure with regard to the nomination of candidates who qualify for a chair does not have to follow a prescribed form although the procedure as such must have been approved by the Executive Board. The Faculty Board’s nomination has to meet the criteria listed below. In addition, the Faculty must describe in its proposal how the procedure that resulted in the nomination was conducted.

General job profile
Organisation
The tasks are organised in accordance with the teaching and research remit and the approved structure report, which contains the objectives and principles of the Faculty and/or the University. The above is subject to the decision-making procedure of the Faculty Board and, if applicable, the Board of the educational institute, research institute, or training institute. The tasks are related to the academic development in the field of study, coordination of teaching and research activities, and the transfer of knowledge for the benefit of society.

Tasks
A general description of the tasks to be performed as part of the post/posts mentioned can be found under the relevant job title/titles in the UFO documentation, in the description of the core activities, and in the classification criteria.

A distinction is made between Professor 2 and Professor 1.

A-1. Professor 2
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria.

1. Prerequisites for appointment
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, research and management;
   c. proven management qualities; ability to provide inspiring leadership;
   d. a series of high-quality publications at a recognised level in the candidate’s own field of study, which demonstrate that the person concerned has made essential contributions to the further development of this field of study; proven didactic qualities; national and international recognition of the person concerned as belonging to the academic top; comprehensive insight in the field of study and its correlation with other academic disciplines.

2. Salary grading
   The preliminary salary scale for the post of Professor 2 is scale 15 and the final salary scale is professorial scale 2. The salary in scale 15 is determined at the amount immediately above the point on the scale which the person concerned had reached at that time. If this is not possible, the person concerned will be graded in salary scale 15-0.
Grading on job scale
A minimum of two years of experience as a Professor 2 in salary scale 15. The salary in Professorial scale 2 is set at the amount immediately above the point on the scale which the person concerned had reached in scale 15.

A-2. Professor 1
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria.

1. Prerequisites for appointment
a. a doctoral degree;
b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, research and management; a minimum of 2 years of experience as a Professor 2 (in salary scale 16);
c. proven management qualities; ability to provide inspiring leadership;
d. a series of high-quality publications at a recognised level in the candidate’s own field of study, which demonstrate that the person concerned has made essential contributions to the further development of this field of study; proven didactic qualities; international recognition of the person concerned as belonging to the academic top; comprehensive insight in the field of study and its correlation with other academic disciplines.

Additional prerequisites

e. outstanding performance in the area of teaching and research; the candidate also has to have
   excellent administrative qualities. The excellence of his/her achievements in the area of teaching
   and research as well as the quality of the candidate’s functioning in an administrative capacity
   are determined on the basis of a combination of the following standards and criteria:

   e1. role in developments in the field of study:
       the person concerned has to be a ‘pioneer’ in the relevant field of study, which is to be
       demonstrated by the development of leading theories and concepts as well as continued
       contributions to the progression of developments in the field of study;

   e2. number of PhD candidates:
       the person concerned regularly acts as a supervisor and has proven his/her ability to supervise
       PhD candidates in such a manner that they obtain their doctoral degree within the set term;

   e3. inaugural lecture:
       the person concerned has given his/her inaugural lecture;

   e4. the person concerned must be well-known and held in esteem, and enjoy national and in-
       ternational recognition:
       the person concerned has to have a leading position among peers, to be demonstrated by
       memberships, including Board memberships, of national and international professional
       organisations and/or editorial boards of journals;

   e5. invitations to give talks at important symposia or offers for a (guest) professorship, abroad or
       otherwise:
       the person concerned must have been invited as a keynote speaker at international symposia
       more than once or has been offered a professorship or visiting professorship abroad or in the
       Netherlands. Occasional participation and/or presentation of a paper or a working visit to an
       institution abroad constitute insufficient ground to meet this criterion;

   e6. attracting indirect government funding and funds for contract research:
       the person concerned meets this criterion in particular by securing indirect government funding;
       in this context, contract research funds are considered funds for significant long-term research
       orders from ‘collection-box funds’, the government, or important foundations. The person
       concerned is also able to ensure continuity in this area;

   e7. taking a pivotal role in teaching:
       the teaching provided by or under the responsibility of the person in question concerns one of
       the core subjects taught (this concerns both the Bachelor’s and the Master’s phases / first and
       second phases of teaching as well as postgraduate teaching);

   e8. number and level of publications:
       the research excellence of the person concerned is to be determined on the basis of his/her
       position in comparison to peers, and judged by the standards held within the relevant field of
       study;

   e9. management, predominantly policy-oriented:
the person concerned is able to motivate staff in his/her environment, resulting in outstanding performance, and has the ability to make staff complete projects, including research projects, within the available time and material limits;

e10. effective management that exceeds the interests of the capacity group:
the relevant person’s functioning in the university administration exceeds the level and the interests of the capacity group; the person concerned expressly seeks to promote the interests of the Faculty and/or the University.

2. Grading on salary scale
A preliminary salary scale (salary scale 17) and a final salary scale, professorial scale 1, apply to the post of Professor 1.

The starting point on salary scale 17 is fixed at the amount immediately above the point that the person concerned had reached in the salary scale at that time. If this is impossible, the person concerned will be placed on salary level 17-0.

Grading on job scale
A minimum of 2 years of experience as a Professor 1 in salary scale 17. The salary in professorial salary scale 1 is fixed at the amount immediately above the level in the salary scale the person concerned had reached in salary scale 17.
B. *Universitair hoofddocent (UHD) / Senior Lecturer*

Two positions are currently distinguished within the post of Senior Lecturer, namely Senior Lecturer 2 and Senior Lecturer 1.

B-1. Senior Lecturer 2

**General job profile**

Organisation: The tasks are organised by agreement with a Professor designated by the Board or the Dean.

**Tasks**

A general description of the tasks to be performed as part of this post can be found under the relevant job title in the *UFO* documentation, in the description of the core activities, and in the classification criteria. The distribution of the tasks assigned in terms of teaching, research and management may differ, also in terms of time.

**Level of the post**

The preliminary salary scale for the post of *UHD* 2 is salary scale 12. The employee may be appointed in salary scale 13 if s/he has demonstrated the ability to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below include the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 12 or 13.

**Salary scale 12**

1. **Prerequisites**
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, research and management;
   c. proven management qualities;
   d. list of publications at a recognised level; proven didactic qualities; recognised expert in his/her own field of study; comprehensive insight in the field of study and its correlation with other disciplines;
   e. a minimum of 2 years of experience as a UD 1.

2. **Salary grading**

   The salary in scale 12 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 11 or 12. If this is impossible, the employee will be placed on salary level 12-0.

**Salary scale 13**

1. **Prerequisites**
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, research and management;
   c. proven management qualities;
   d. list of publications at a recognised level; proven didactic qualities; recognised expert in his/her own field of study; comprehensive insight in the field of study and its correlation with other disciplines;
   e. effective performance of all the tasks of a UHD 2;
   f. a minimum of 2 years of experience as a UHD 2.

2. **Salary grading**

   The salary in scale 13 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 12.
B-2. *Universitair Hoofddocent* 1 / Senior Lecturer 1

**General job profile**

**Organisation**
The tasks are organised by agreement with a Professor designated for this purpose by the Board or the Dean.

**Tasks**
A general characterisation of the tasks that have to be performed as part of this post can be found under the relevant job title in the *UFO* documentation, in the description of the core activities, and in the classification criteria.
The distribution of the tasks assigned in terms of teaching, research and management may differ, also in terms of time.

**Level of the post**
The preliminary salary scale for the post of *UHD* 1 is salary scale 13. The employee may be appointed to salary scale 14 if s/he has demonstrated to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below indicate, among other things, the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 13 or 14.

**Salary scale 13**

1. **Prerequisites**
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, research and management;
   c. proven management qualities;
   d. list of publications at a recognised level; proven didactic qualities; recognised expert in his/her own field of study; comprehensive insight in the field of study and its correlation with other disciplines;
   e. a minimum of 2 years of experience as a UHD 2.

2. **Salary grading**
The salary in scale 13 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 12 or 13. If this is not possible, the person concerned will be placed on salary scale 13-0.

**Salary scale 14**

1. **Prerequisites**
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study;
   c. extensive relevant experience in the area of teaching, research and management;
   d. proven management qualities;
   e. list of publications at a recognised level; proven didactic qualities; recognised expert in his/her own field of study; comprehensive insight in the field of study and its correlation with other disciplines;
   f. effective performance of all the tasks of a UHD 1;
   g. a minimum of 2 years of experience as a UHD 1.

2. **Grading on job scale**
The salary in scale 14 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 13.
C. **Universitair docent (UD) / Lecturer**

Two positions are currently distinguished within the post of Lecturer, namely Lecturer 2 and Lecturer 1.

**C-1. Lecturer 2**

**General job profile**

**Organisation**

Work is carried out under the supervision of a Professor or UHD designated for this purpose by the Board or the Dean.

**Tasks**

A general description of the tasks to be performed as part of this post can be found under the relevant job title in the *UFO* documentation, in the description of the core activities, and in the classification criteria. The distribution of the tasks assigned in terms of teaching, research and management may vary widely, also in terms of time.

**Level of the post**

The preliminary salary scale for the post of *UD 2* is salary scale 10. The employee may be appointed to salary scale 11 if s/he has demonstrated the ability to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below indicate, among other things, the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 10 or 11.

**Salary scale 10**

1. **Prerequisites**
   a. a doctoral degree, or the prospect of obtaining a doctoral degree;
   b. a minimum of 4 attributable years of experience.

2. **Salary grading**

   The appropriate grade on the salary scale is determined on the basis of the attributable period of experience, with 10-0 as a starting point.

**Salary scale 11**

1. **Prerequisites**
   a. a doctoral degree;
   b. 6 or more attributable years of experience.

2. **Grading on job scale**

   The salary in scale 11 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 10. If this is impossible, the employee will be placed on salary level 11-0.
C-2. Lecturer 1

General job profile
Organisation
Work is carried out under the supervision of a Professor or UHD designated by the Board or the Dean.

Tasks
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria. The distribution of the tasks assigned in terms of teaching, research and management may vary widely, also in terms of time.

Level of the post
The preliminary salary scale for the post of UD 1 is salary scale 11. The employee may be appointed to salary scale 12 if s/he has demonstrated the ability to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below indicate, among other things, the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 11 or 12.

Salary scale 11
1. Prerequisites
   a. a doctoral degree;
   b. 6 or more attributable years of experience.
   c. a minimum of 2 years of experience as a UD 2.
2. Salary grading
   The salary in scale 11 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 10 or 11. If this is impossible, the employee will be placed on salary level 11-0.

Salary scale 12
1. Prerequisites
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, research, and management;
   c. proven management qualities;
   d. effective performance of all the tasks of a UD 1;
   e. 8 or more attributable years of experience.
   f. a minimum of 2 years of experience as a UD 1.
2. Grading on job scale
   The salary in scale 12 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 11. If this is impossible, the employee will be placed on salary level 12-0.
D. Promovendus / PhD candidate (in employment)

General job profile
Organisation
Work is carried out under the supervision of a UHD 1 or Professor (co-/supervisor). The tasks are defined in accordance with the Training and Supervision Plan (Opleidings- en Begeleidingsplan).

Tasks
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria.

Level of the post

Salary scale 10
1. Prerequisites
   “doctoraal” university degree, Master’s degree or higher professional education (HBO) degree.
2. Salary grading
   first year salary scale 10–1
   second year salary scale 10–0
   third year salary scale 10–1
   fourth year salary scale 10–2
   No extra increments are awarded if the appointment as a PhD candidate is extended.
E. Docent / Teacher

Our levels have been distinguished in the job category of Docent/Teacher depending on the tasks, and corresponding with salary scales 10, 11, 12, and 13. The tasks determine the level of the post and therefore the final salary scale. The various job profiles and factors that determine the salary are set out below.

E-1. Docent 4 / Teacher 4 (salary scale 10)

General job profile
Organisation
Work is carried out under the supervision of a member of the academic staff.

Tasks
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria. The post usually involves teaching tasks within an existing structure and consists of tutoring in the subject matter.

Level of the post

Salary scale 10
1. Prerequisites
   “doctoraal” university degree or Master’s degree
2. Salary grading
   The entry point on the salary scale is determined on the basis of the attributable period of experience, taking scale 10-0 as a starting point.
3. Special condition
   A Docent 4/Teacher (salary scale 10) is appointed on general grounds for a fixed term of at least 2 years. The contract of employment can be renewed a maximum of two times, to a total duration of a maximum of 6 years.

E-2. Docent 3 / Teacher 3 (salary scale 11)

General job profile
Organisation
Work is carried out under the supervision of a Professor or a UD 1, Docent 2/Senior Teacher, or UHD designated by the relevant Professor.

Tasks
To make an independent contribution to the academic teaching.
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria.

Level of the post
The preliminary salary scale for the post of Docent 3 is salary scale 10. The employee may be appointed to salary scale 11 if has demonstrated the ability to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below indicate, among other things, the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 10 or 11.

Salary scale 10
1. Prerequisites
   a. a doctoral degree, or the prospect of obtaining a doctoral degree;
   b. a minimum of 4 attributable years of experience.
2. **Salary grading**
   The entry point on the salary scale is determined on the basis of the attributable period of experience, taking scale 10-0 as a starting point.

**Salary scale 11**
1. **Prerequisites**
   a. a doctoral degree;
   b. 6 or more attributable years of experience;
   c. a minimum of 2 years of experience as *Docent 3/Teacher*.
2. **Grading on job scale**
   The salary in scale 11 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 10. If this is impossible, the employee will be placed on salary level 11-0.

**E-3. Docent 2 / Teacher 2 (salary scale 12)**

**General job profile:**
Organisation
Work is carried out under the supervision of a Professor or a *Docent 1/Teacher 1 or UHD* designated by the relevant Professor.
Work is carried out as agreed with a Professor (on the basis of decisions taken by the Board of the capacity group).

**Tasks**
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the *UFO* documentation, in the description of the core activities, and in the classification criteria.
The post involves making a contribution to the teaching with a high degree of independence.

**Level of the post**
The preliminary salary scale for the post of *Docent 2/Teacher 2* is salary scale 11. The employee may be appointed to salary scale 12 if s/he has demonstrated the ability to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below indicate, among other things, the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 11 or 12.

**Salary scale 11**
1. **Prerequisites**
   a. a doctoral degree;
   b. a minimum of 6 or more attributable years of experience.
2. **Salary grading**
   The salary in scale 11 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 10 or 11. If this is impossible, the employee will be placed on salary level 11-0.

**Salary scale 12**
1. **Prerequisites**
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, research and management;
   c. proven management qualities;
   d. effective performance of all the tasks of a *Docent 2/Teacher 2*;
   e. 8 or more attributable years of experience;
   f. a minimum of 2 years of experience as *Docent 2/Teacher 2*.
2. **Grading on job scale**
   The salary in scale 12 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 11. If this is impossible, the employee will be placed on salary level 12-0.
3. **Special point of attention**
The post must be of great importance to the taught programme (for instance, a programme leader).

**E-4. Docent 1 / Teacher 1 (salary scale 13)**

*General job profile*

**Organisation**

Work is carried out under the supervision of a Professor or UHD 1 designated by the Board or the Dean.

**Tasks**

A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria. The distribution of the tasks assigned in terms of teaching, research and management may differ, also in terms of time.

**Level of the post**

The preliminary salary scale for the post of Docent 1/ Teacher 1 is salary scale 12. The employee may be appointed to salary scale 13 if s/he has demonstrated the ability to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below indicate, among other things, the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 12 or 13.

**Salary scale 12**

1. **Prerequisites**
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, educational reform and management;
   c. proven management qualities;
   d. proven didactic qualities; recognised expert in his/her field of study; comprehensive insight in the field of study and the correlation with other academic disciplines, for instance demonstrated by a list of publications of recognised quality;
   e. a minimum of 2 years of experience as Docent 2/ Teacher 2.

2. **Salary grading**

The salary in scale 12 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 11 or 12. If this is impossible, the employee will be placed on salary level 12-0.

**Salary scale 13**

1. **Prerequisites**
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of teaching, educational innovations and management;
   c. proven management qualities;
   d. proven didactic qualities; recognised expert in his/her field of study; comprehensive insight in the field of study and the correlation with other academic disciplines, for instance demonstrated by a list of publications of recognised quality;
   e. effective performance of all the tasks of a Docent 1/ Teacher 1;
   f. a minimum of 2 years of experience as Docent 1/ Teacher 1.

2. **Grading on job scale**

The salary in scale 13 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 12.
F. Onderzoeker / Researcher

Four levels have been distinguished in the job category of Research Researcher depending on the tasks, and corresponding with salary scales 10, 11, 12, and 13. The tasks performed determine the level of the post and therefore the final salary scale. The former post of postdoc has been incorporated in the post of Researcher. Depending on the core activities, the weight of the tasks and their experience, former postdocs can be appointed to the posts of Onderzoeker 3 or 4 / Researcher 3 or 4, and graded on salary scale 10 or 11. The job profiles and conditions determining the appropriate grade on the salary scale are set out below.

F-1. Onderzoeker 4/ Researcher 4 (salary scale 10)

General job profile
Organisation
The work is carried out within the context of clearly defined research projects and under the supervision of a member of the academic staff.

Tasks
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria. The tasks mainly include well-defined research tasks as part of an existing research structure.

Level of the post

Salary scale 10
1. Prerequisites
   “doctoraal” university degree or Master’s degree
2. Salary grading
   The entry point on the salary scale is determined on the basis of the attributable period of experience, taking 10-0 as a starting point.
3. Special condition
   The Onderzoeker 4/Researcher 4 (salary scale 10) is appointed on general grounds for a fixed term of at least 2 years. The contract of employment can be renewed a maximum of two times, to a total duration of a maximum of 6 years.

F-2. Onderzoeker 3 / Researcher 3 (salary scale 11)

General job profile
Organisation
The work is carried out under the supervision of a Professor or a UD 1, Onderzoeker 2/ Researcher 2, or UHD designated by the relevant Professor.

Tasks
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria. The post involves the independent practice of the academic profession and independent formation of judgements in the context of the research the relevant person has been ordered to undertake.

Level of the post
The preliminary salary scale for the post of Researcher 3 is salary scale 10. The employee may be appointed to salary scale 11 if s/he has demonstrated the ability to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below indicate, among other things, the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 10 or 11.

Salary scale 10
1. Prerequisites
   a. a doctoral degree, or the prospect of obtaining a doctoral degree;
   b. a minimum of 4 attributable years of experience.
2. Salary grading
The grade on the salary scale is determined on the basis of the attributable period of experience, taking scale 10-0 as a starting point.

**Salary scale 11**
1. **Prerequisites**
   a. a doctoral degree;
   b. 6 or more attributable years of experience.
2. **Grading on job scale**
   The salary in scale 11 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 10. If this is impossible, the employee will be placed on salary level 11-0.

**F-3. Onderzoeker 2 / Senior Researcher (salary scale 12)**

**General job profile**
**Organisation**
Work is carried out under the supervision of a Professor, or a *Onderzoeker 1/ Researcher 1 or UHD* designated by the relevant Professor.

**Tasks**
A general description of the tasks to be performed as part of this post can be found under the relevant job title in the UFO documentation, in the description of the core activities, and in the classification criteria. The post involves the independent practice of the academic profession and independent formation of judgements in the context of the research the relevant person has been ordered to undertake or, in order to achieve given research aims, a mature research performance in a wide problem area or a problem area that requires in-depth research.

**Level of the post**
The preliminary salary scale for the post of *Onderzoeker 2/Researcher 2* is salary scale 11. The employee may be appointed to salary scale 12 if s/he has demonstrated the ability to carry out the tasks belonging to the post fully and at the required level, and if the prerequisites listed below have been met. The prerequisites for classification in the salary scales mentioned are set out below. The requirements below indicate, among other things, the minimal experience and knowledge that must have been acquired in order to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of salary scale 11 or 12.

**Salary scale 11**
1. **Prerequisites**
   a. a doctoral degree;
   b. a minimum of 6 or more attributable years of experience.
   c. a minimum of 2 years of experience as *Onderzoeker 3/Researcher 3*.
2. **Salary grading**
   The salary in scale 11 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 10 or 11. If this is not possible, the employee will be placed on salary level 11-0.
Salary scale 12

1. Prerequisites
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study, demonstrated by
      publications at a recognised level; extensive relevant experience in the area of research and
      management;
   c. proven management qualities;
   d. effective performance of all the tasks of a Onderzoeker 2 / Researcher 2;
   e. 8 or more attributable years of experience;
   f. a minimum of 2 years of experience as Onderzoeker 2 / Researcher 2.

2. Grading on job scale
   The salary in scale 12 is determined at the amount immediately above the point on the scale the person
   concerned had reached in salary scale 11. If this is impossible, the employee will be placed on salary
   level 12-0.

3. Special point of attention
   The post has to be of great importance to the research programme (for instance, a programme leader).

F-4. Onderzoeker 1 / Researcher 1 (salary scale 13)

General job profile

Organisation
Work is carried out under the supervision of a Professor or UHD 1 designated by the Board or the Dean.

Tasks
A general description of the tasks to be performed as part of this post can be found under the relevant job
title in the UFO documentation, in the description of the core activities, and in the classification criteria.
The distribution of the tasks in terms of teaching, research and management may differ, also in terms of
time.

Level of the post
The preliminary salary scale for the post of Onderzoeker 1 / Researcher 1 is salary scale 12. The employee
may be appointed to salary scale 13 if s/he has demonstrated the ability to carry out the tasks belonging to
the post fully and at the required level, and if the prerequisites listed below have been met. The
prerequisites for classification in the salary scales mentioned are set out below. The requirements below
indicate, among other things, the minimal experience and knowledge that must have been acquired in order
to be able to perform the tasks belonging to the post in a manner that justifies remuneration at the level of
salary scale 12 or 13.

Salary scale 12

1. Prerequisites
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant
      experience in the area of research, innovation of research and management;
   c. proven management qualities;
   d. list of publications of recognised quality; recognised expert in his/her own field of study;
   e. comprehensive insight in the field of study and the correlation with other academic disciplines;
   f. a minimum of 2 years of experience as Onderzoeker 2 / Researcher 2.

2. Salary grading
   The salary in scale 12 is determined at the amount immediately above the point on the scale the person
   concerned had reached in salary scale 11 or 12. If this is impossible, the employee will be placed on
   salary level 12-0.
Salary scale 13

1. Prerequisites
   a. a doctoral degree;
   b. academic output/creativity and recognition as an expert in the field of study; extensive relevant experience in the area of research, innovation of research and management;
   c. proven management qualities;
   d. list of publications of recognised quality; recognised expert in his/her own field of study; comprehensive insight in the field of study and the correlation with other academic disciplines;
   e. effective performance of all the tasks of a Onderzoeker 1/ Researcher 1;
   f. a minimum of 2 years of experience as Onderzoeker 1/ Researcher 1.

2. Grading on job scale
   The salary in scale 13 is determined at the amount immediately above the point on the scale the person concerned had reached in salary scale 12.