

## **Education Career Path @ SSG**

This document describes the process steps of (the preparation of) an assessment within the Education Career Path (ECP). The WUR ECP document forms the basis for this process:

[https://intranet.wur.nl/umbraco/media/14440/education-career-path\\_def\\_feb2020-1.pdf](https://intranet.wur.nl/umbraco/media/14440/education-career-path_def_feb2020-1.pdf) , annex B of the ECP document describes the assessment procedure (<https://intranet.wur.nl/umbraco/media/14053/assessment-procedure.pdf>). This document is an elaboration of this procedure.

### **Activities**

The activities related to the preparation, organisation and implementation of the assessment are assigned to the chair holder, the various HR advisors (HRA) of SSG, the Educational Expert ECP, the Tenure Track secretariat and the Tenure Track secretaries (from now indicated as "secretariat ECP").

The chair holder is the teacher's first point of contact when he/she considers applying for promotion. Together with the chair holder, the portfolio is set up and choices are made regarding the ECP indicators.

The HR advisors within SSG have a division of the chair groups they advise and support. From their position, they play a role in the ECP and the assessment procedures.

The Educational Expert ECP is a professor with specific knowledge and experience in the field of education and the ECP. The expert contributes to securing the level playing field within SSG. Professor Perry den Brok fulfils this role within SSG.

The organisation of the ECP assessment meetings will be carried out by the Tenure Track secretariat. The Tenure Track secretaries will support the assessment committees (e.g. draw up the advice) for the steps of Teacher 3 -> 2 and Teacher 2 -> 1. The work of the Tenure Track secretariat and Tenure Track secretaries will be evaluated in Q1 2023 based on:

- Quality
- Effectiveness
- Capacity
- Stakeholder satisfaction
- Process

In Annex B of the ECP document, the responsibilities of those involved in the ECP are listed and the assessment procedure is described. In the description of the assessment procedure a step-by-step plan is included <https://intranet.wur.nl/umbraco/media/14053/assessment-procedure.pdf> .

### **Assessment**

In case of new teachers to be appointed (vacancy), a regular application procedure is followed and the appointed teachers are automatically linked to the ECP. There is no ECP assessment procedure in this situation.

#### In all cases

The teacher can request for an assessment after discussing it with the chair holder in the P&D interview and jointly have determined the ECP indicators ( see point 3 of the ECP assessment procedure). This is the starting point of the ECP process; if the teacher and the chair holder agree on the request for an assessment, the chair holder involves the HRA to see if they can proceed. For example, whether the intended position is included in the SPP, whether it has already been discussed in the budget talks, etc.

#### Assessment Teacher 4 -> 3

See the assessment procedure (<https://intranet.wur.nl/umbraco/media/14053/assessment-procedure.pdf>) for the steps in the assessment concerning the promotion of Teacher 4 -> 3.

#### Assessment Teacher 3 -> 2 and Teacher 2 -> 1

The application and organisation of an assessment for the steps of Teacher 3 -> 2 and Teacher 2 -> 1 within SSG is similar (except for that the step from Teacher 2 ->1 is a central assessment and the Dean of Education is part of the assessment committee). Read below how the procedure (preparation, BAC and decision making) at SSG works in practice.

#### Request for a BAC

- The teacher sends an e-mail with the request to the ECP secretariat ([ECP.SSG@wur.nl](mailto:ECP.SSG@wur.nl)), including a draft portfolio;
- The secretariat informs the Educational Expert ECP, the HRA and the secretary about the request;
- If not already done, the HRA checks whether the desired promotion fits in the SPP of the chair group and provides feedback to the chair holder. Generally, this has already been done prior to the application for the assessment;
- The secretary checks the portfolio for completeness and the available evidence, if necessary, requests for additional information;
- Once the portfolio is complete, the Educational Expert assesses whether the profile and selected indicators are sufficiently diverse compared to existing profiles within SSG and whether the profile fits within the SSG strategy and the WUR strategy as a whole. Feedback on this is provided to the teacher and the chair holder.
- The Educational Expert ECP also checks whether the evidence and arguments are appropriate. If not, the Educational Expert ECP provides feedback to the teacher and the chair holder. The teacher also starts finalising the portfolio. In case the feedback leads to substantial change of the profile and portfolio, the teacher can request for a second feedback round;
- The ECP secretariat receives the feedback from the Educational Expert ECP as well, to be added to the BAC meeting documents.

#### Organisation of the BAC

- If the check by the Educational Expert ECP does not lead to a change in the application (withdrawal or postponement), the secretariat reserves a time slot for the assessment and starts to compose the committee;
- The teacher - in consultation with the chair holder - provides suggestions for senior teacher and student as committee members;
- The secretariat informs the general director about the request for a BAC and submits the composition of the committee for approval to the general director;
- If desired by the general director, the Educational Expert ECP can also participate in the assessment committee as informant;
- After approval of the composition of the committee, the secretariat informs the committee members, invites them to the assessment meeting and communicates the date of delivery of the documents;
- The secretariat invites the teacher to the assessment meeting and communicates the deadline for submitting the final portfolio;
- Ultimately one week before the assessment meeting, the secretariat sends the portfolio to the committee members;

#### BAC meeting

- The assessment meeting consists of 30 minutes of preliminary discussion (without the teacher), 45 minutes of discussion with the teacher (including a short presentation) and 30 minutes of follow-up discussion (without the teacher);
- After the assessment meeting, the secretary draws up the draft advice (including recommendations for the teacher) and presents it to the committee members;
- After approval and signing of the advice by the chair of the committee, the secretary sends the advice to the general director for his decision on the promotion of the teacher.

### Decision making

- If necessary, the general director consults the Educational Expert ECP before making a decision;
- The general director informs the chair holder and the HRA of his/her decision;
- The decision of the general director, accompanied by the advice of the committee, is sent by the chair holder to the teacher;
- The HRA is responsible for further processing the decision administratively and archiving the documents in the teacher's personnel file.

Currently there is no objection procedure described within the ECP policy. Therefore, the procedure similar to the Tenure Track objection procedure will be followed. In case of objections; please contact the HR advisor for more information.