



Guidelines for establishing chairs and appointing and reappointing professors at Wageningen University

2016

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1 Introduction

1.1 Philosophy and terms of reference

When formulating the guidelines and criteria for professorial chairs and professors, Wageningen University applied the following essential terms of reference. These terms of reference should be kept in mind when interpreting and applying the regulations in this document.

Wageningen University is a unique institution. It is not only a university where outstanding research is carried out, but it is also a university with the ambition to excel and rank among the world's best. Furthermore, it is one of the few universities with a subject-related mission: *To explore the potential of nature to improve the quality of life.*

Teaching and research in unique, interesting and relevant disciplines are essential to fulfilling these ambitions. The appointment of top academics/scientists to lead these disciplines is a critical success factor.

The academic activities of Wageningen University are based within the chair groups. They are the smallest organisational units and therefore form the core of the university. The chair groups are led by professors. In the vision of Wageningen University, there is an inextricable link between the theory, practice and communication of academic research and academic teaching. The professors personify this link and are consequently charged with the academic leadership within our institution. It is therefore reasonable to expect that they possess the qualities, experience, expertise and vision that make it possible to fulfil this special office.

By means of these guidelines and procedures, disciplines can be optimally defined and described; professorial candidates can be assessed against transparent, consistent criteria; and persons involved can take well-considered and substantiated decisions with regard to chairs and professors.

1.2 How should this document be used?

This document is intended for all persons involved in establishing chairs and in appointing and appraising professors at Wageningen University, including initiators, funders, managers, professors, professorial candidates and committee members. This document sets out and clarifies the criteria to be met by professors and the requirements that apply to disciplines established at Wageningen University. These frameworks are important, particularly in the initiating phase for externally funded chairs. This document enables initiators and funders to estimate and enhance the chance of their proposal's success and to align it as closely as possible to the objectives and existing activities of our institution.

In addition, this document provides information for anyone who wishes to understand how professorial appointments are made and the procedures that are followed for this purpose.

Section 3.2 describes the procedures to establish chairs and make professorial appointments. This paragraph is particularly important for initiators, funders and managers.

The sections that are most relevant for the Assessment Committees, Appointment Committees or Structure Committees are 2.4 (criteria) and 3.4.1 through 3.4.6. Any references to 'he' and 'him' should be understood as including 'she' and 'her'.

2 General

Before setting out (in Section 3) the processes for establishing chairs and appointing professors, it is important to clarify what Wageningen University intends to achieve by means of its chair policy. It is also important to clarify the types of chairs that exist within the institution for this purpose, the criteria that professors must meet, quality management and the allocation of responsibilities and powers.

2.1 Summary of chair policy

The establishment of chairs and the appointment of professors contribute to the achievement of three important objectives:

- **Substantiation of the disciplines at Wageningen University.**
The chair groups form the core of the institution. Within the framework of the mission and objectives of Wageningen UR, teaching mandates are formulated for the approximately 90 chair groups of Wageningen University. The mandates define and describe the discipline in question. On the basis of the mandate, the chair holder leads and directs a chair group, and the scientific domain is established. The Institutional Plan of Wageningen University specifies the chairs for the current plan period within Wageningen University. It also specifies how those chair groups are decided upon and how they are established and phased out.
- **Interaction with the institution's environment.**
In the vision of Wageningen University, externally funded chairs are an excellent way to give a focused shape to interaction with the community, provided, of course, that the chairs meet the requirements for academic quality and are related to the disciplines of Wageningen University. Through externally funded chairs it is possible, in cooperation with stakeholders from the wider community, to provide independent research and teaching on themes that are of interest to both parties. This involves the differentiation of an existing Wageningen University discipline.
In this way, the university often works with social organisations, companies and institutions to focus on new technologies, social themes or specific scientific questions. This then relates to what are referred to as special appointment chairs and international education chairs. Wageningen University offers religious and ideological organisations an opportunity, in the form of an endowed chair, to carry out the research and provide the education that is of importance to them.
- **Managing Human Resources.**
It is not only possible to establish academic disciplines by awarding a professorship: this is also an important instrument for retaining and stimulating academic talent, recognising quality, acknowledging distinguished contributions and standing or building relationships with other organisations. For this purpose, Wageningen University uses professorial appointments such as Personal Professors, University Professors and Honorary Professors.

2.2 Types of professors

All professors, apart from Honorary Professors, carry the rights and obligations that are granted to professors by law. This includes the right to act as a PhD supervisor for PhD candidates and the right to use the title of professor. Honorary Professors may use the title, but cannot supervise PhD candidates.

A brief explanation of each type of professors is given below.

2.2.1 Chair holder

Chair holders are appointed by the Executive Board (EB) of Wageningen University to the chairs specified in the institutional plan. Appointments are usually for an indefinite period and on a full-time or 0.8 FTE basis, with responsibility for leading a chair group.

2.2.2 Personal professor

Personal Professors are appointed by the EB of Wageningen University on the basis of their regularly assessed performance. These appointments are made within the scope of the tenure track. This means that they, as associate professors (UHD), have met the specific criteria laid down for their field of research, education, acquisition and

management. They are nominated by their managing director. A Personal Professor has no teaching mandate and is appointed for 5 years. Personal Professors are evaluated after five years and the evaluation result determines whether their appointment is extended.

2.2.3 Professor by special appointment

Professors by special appointment are appointed by the Executive Board to a chair that has also been established by the Executive Board and on the initiative of an external party (i.e. a party outside Wageningen University, including the DLO Foundation). Staff from Wageningen University cannot be appointed as professors by special appointment. The position of personal professor is intended for staff. Professors by special appointment at Wageningen University do not receive a salary and usually work part-time (0.2 FTE). The salary and, on occasion, an additional budget are provided by the external party. The importance and nature of the chair are such that PhD research needs to be an element of the teaching mandate. The PhD programme is funded by the external party that funds the chair or by other external financing. Any PhD compensation the university receives from the government for doctoral candidates supervised by professors by special appointment accrues to the university.

The Professor is based within the chair group of which his/her research area is a differentiation. The teaching and research activities of the chair are in line with those of the group within which the chair is based. The examination competence is also vested with Wageningen University (see the model regulations).

The initiator and/or funder can propose a candidate for the chair. When no candidate is available, a recruitment process can be initiated. The chair is established and the appointment made for a period of 5 years. This period can, in principle, be extended for one year, subject to a favourable evaluation and the continuation of the funding. The Rector Magnificus, in consultation with the managing director and the chair holder, decides whether the special appointment chair comes into consideration for an extension, where relevant.

2.2.4 Professor occupying an endowed chair

The appointment of professors occupying an endowed chair is reserved for religious and ideological organisations.

Professors occupying an endowed chair are appointed by an external party (usually a foundation) that the Executive Board has authorised to establish a chair at Wageningen University. The appointment is confirmed by the Executive Board. This means that the chair is less closely connected to the institution. The examination competence for study programmes provided by these chairs is vested with the external party, although a syllabus must be submitted with the proposal. This appointment is also usually on the basis of a 0.2 FTE working week for a term of 5 years, that can be extended subject to a favourable evaluation. These chairs are based within the appropriate chair group.

2.2.5 International education professor

In the context of working with institutes of international education, a possibility has been created whereby professors appointed at these institutions have the right to supervise PhD research at Wageningen University. They are then appointed to a position without a salary for a term of 5 years, usually work part-time (0.2 FTE) and are based within a chair group of a related discipline. The appointment of an international education professor may be extended subject to a favourable evaluation.

2.2.6 University Professor

University professors are appointed by the Executive Board, on the basis of merit and their expertise and standing. University professors do not have teaching mandate, but are responsible for institution-wide issues relating to science in general or specific areas and themes of science. The conditions of appointment are drawn up by the Executive Board in consultation with the candidate. The Executive Board may terminate the appointment (1) on the request of the professor, (2) when the professor no longer meets the requirements for appointment or (3) due to dysfunction (heard by the Academic Board).

2.2.7 Honorary professor

Appointments in this category are made by the Executive Board. Appointees may use the title 'Professor' but are not entitled to supervise PhD theses. Solely persons with

exceptional records in science, administration or business related to Wageningen UR come into consideration for this type of appointment. Wageningen UR must benefit from the connection with these persons by increasing its impact on important areas and its attractiveness for students, partners and potential employees. Other conditions applying to the appointment are determined in consultation between the Executive Board and the candidate in each individual case. The Executive Board may terminate the appointment (1) on the request of the professor, (2) when the professor no longer meets the requirements for appointment or (3) due to dysfunction (heard by the Academic Board).

Table of types of professors at Wageningen University

	Funding	Appointed by	Full/part-time	Term of appointment	Recruitment and selection	Positioning
chair holder	government funding WU	EB	0.8-1.0 FTE	indefinite	open	WU Sciences Group
personal professor	government funding WU	EB	0.8-1.0 FTE	5 years	on the recommendation of the Sciences Group management	chair group
professor by appointment	external legal entity	EB	part-time, usually 0.2 FTE	5 years	open, or on the recommendation of the external funder	and assessment by the chair group
professor holding an endowed chair	external legal entity with religious or ideological objectives	external legal entity, confirmed by EB	part-time, usually 0.2 FTE	5 years	open, or on the recommendation of the external funder	and assessment by the chair group
international education (IE) professor	IE	IE	0.2 FTE	5 years	on the recommendation of IE review by the Academic Board	chair group
university professor	EB	EB	in consultation with the EB	5 years	on the recommendation of the RM	EB
honorary professor		EB				

Abbreviations used in the table EB = WU Executive Board. IE = Institute for International Education.

2.3 English and Dutch terms for professors

The table below shows the Dutch and English terminology WU generally uses for professors:

Type of professor	Dutch name	English name	form of address
chair holder	hoogleraar	chair	professor
persoonlijk hoogleraar	persoonlijk hoogleraar	personal professor	professor
buitengewoon hoogleraar	buitengewoon hoogleraar	special professor	professor
bijzonder hoogleraar	bijzonder hoogleraar	special professor	professor
international education (IE) professor	buitengewoon hoogleraar	special professor	professor
universiteitshoogleraar	universiteitshoogleraar	university professor	professor
honorary professor	honorary professor	honorary professor	professor

2.4 Appointment and evaluation criteria for professors

Quality criteria have been drawn up to ensure that professors meet Wageningen University standards. These criteria are used to recruit and select candidates, to assess the suitability of candidates and to evaluate professors. The criteria are summa-

rised below. This list should be used by Appointment Advisory Committees (AACs) and Assessment Committees as a checklist for substantiating nominations and making recommendations.

Before assessing a candidate's suitability for a professorial appointment, it is important to bear in mind a number of general and specific factors that are separate from the criteria that apply to all professors.

Clearly, the field in which the candidate will be working must be taken into account when s/he is assessed. The candidate shall, in the relevant academic field in Europe, the USA and Japan, have or be able to build support and comply with the specific academic conventions and views that are specific to those areas. The candidate must be an accomplished participant in academic debate.

The assessment must also consider the candidate's future work environment. The candidate must be able and willing to build a working relationship with members of the chair group, the management of the sciences group, fellow professors and - researchers.

In principle, all criteria apply to all professors. This means that a professorial appointment should be a full appointment, and that a Wageningen University professor must meet all the minimum requirements. Given the various types of professorial appointment mentioned in the previous section, it is realistic to indicate the criteria for which expectations are higher. The table shows how the criteria should be weighted according to the type of appointment. Depending on the type of professor that is recruited or tested, specific aspects, such as stature, leadership, management skills, social status or personality related to the profile, also play a role.

In addition to the criteria referred to here, Wageningen University has adopted tenure track criteria. Tenure track refers to the career development programme for scientific staff in the university's employment. Tenure track encompasses the career from lecturer to associate professor to personal professor. The specific tenure track requirements to be met for the appointment to personal professor also govern the assessments and reviews of professors by special appointment, professors holding endowed chairs, international education professors and university professors. However, it is necessary to emphasise that, in principle, a specific profile is applicable to each type of professor. For the criteria, see the link on the Wageningen UR intranet.

The checklist below is divided into criteria and indicators. The criteria are essential preconditions to be met by professorial candidates. If a committee proposes a candidate who does not meet certain criteria, it must explain this decision in its report. Indicators define the extent to which a candidate meets the criteria and, therefore, are primarily helpful in forming an assessment.

Wageningen University strives to achieve top quality within the organisation and, for this reason, also strives to increase the participation of, for example, women and scientists from outside the Netherlands as professors. The committees that recruit and assess candidates receive support and advice with respect to gender and other biases, see also Section 3, Procedures.

CHECKLIST OF CRITERIA AND INDICATORS

CRITERIA

- A. Vision of and knowledge in the scientific domain
- The candidate has a suitable and inspiring vision for the social and academic significance of the subject area and its relationship to the profile of the chair.
 - The candidate has knowledge of the impact that scientific developments in this field can have on social developments and problems.
 - The candidate is aware of current and long term developments in the scientific domain.

B. Teaching

- The candidate has a suitable and inspiring vision for academic/scientific teaching within the discipline and in general.
- The candidate has demonstrated the ability to set up courses and possesses excellent didactic abilities, both in terms of group teaching and individual supervision.
- The candidate is able to contribute to educational innovation, in terms of content and organisation, within the scientific domain and relevant courses.
- The candidate can help give direction to international cooperation in the field of teaching.
- The candidate is a stimulating and motivating teacher.

C. Research

- The candidate has a suitable and inspiring vision for research in the scientific domain and the priorities in that domain.
- The candidate has demonstrated the ability to carry out and lead independent scientific research. The candidate holds a PhD, which is probably of an exceptional standard.
- The candidate has experience as a supervisor or co-supervisor of a thesis, thereby demonstrating the ability to supervise PhD research.
- The candidate has developed his/her own distinguishing line of research and is able to maintain and extend it.
- The candidate has an international scientific/academic reputation/position. The candidate publishes in internationally respected scholarly journals. The candidate is active in an international network for the field of study and participates in a recognised research school. In the assessment of the quantity, the nature and extent of the preceding career can be taken into account.

D. Management and leadership

- The candidate is able to lead the chair group and possesses the necessary leadership skills for this group.
- The candidate has the skills and experience to manage a research group successfully, while maintaining viability and realising growth in academic terms.
- The candidate is an inspiring and innovative leader.
- The candidate has good communication skills and an understanding of administration and organisation.
- The candidate can attract external resources.

E. Strategic significance of expertise

- The candidate's field of work is of exceptional importance for the future of Wageningen UR.
- The subject area anticipates new teaching and produces new fields of expertise or makes a significant contribution to fundamental fields of expertise for WU.

F. Social profile

- The candidate has the ability to successfully represent and communicate the subject area to the wider community.
- The candidate has a network that reflects the current situation and in which the relevant actors from the wider community are represented.
- The candidate is also able to successfully communicate academic discussions and developments to the media.

INDICATORS

- A. Continuity of output
The candidate has published excellent academic/scientific work for several years at a constant rate, with no recent lapses. If such a lapse has occurred, the committee gives a reasonable explanation for it.
- B. Projects
List of the projects that the candidate has completed and the turnover involved.
- C. Teaching
- The candidate has developed his/her own line of teaching.
 - The candidate has developed educational products and activities and has supervised researchers, students and trainees.
- D. Patents (where relevant)
The candidate has demonstrated innovative and application-oriented thinking by protecting his/her scientific research with a patent.
- E. Membership of committees and councils
The candidate is a member of societies, boards, committees or advisory councils of high academic/scientific standing.
- F. Awards
A respected international jury has selected the candidate for an award for his/her work.
- G. Offers of professorial chairs
- The candidate has received offers for a professorial chair or already holds a chair at another university.
 - The candidate already holds a position that is similar to a professorial chair in terms of research, teaching, administration or management.

Weighing of criteria for various types of professors

Criteria	Chair holder	Personal professor ¹	Externally funded professors		Honorary professor
			IE ²	By special appointment and endowed chairs	
Vision * Social and scientific significance * Awareness of the impact of science * Up to date and development	X	X		X	X
Teaching * Vision of teaching * Didactic skills * Innovative education * International cooperation in teaching * Enthusiasm in teaching	X	X		X or x	
Research * PhD * Co-supervisor * Vision of priorities * Own line of research * International position	X	X		x or X	
Management * Leadership * Knowledge and skills * Communication skills * Acquisition	X				
Strategic significance of expertise	X	X ³ or x		X or x	
Social profile	X	x or X		x or X	

¹ Personal professors are assessed on the basis of the tenure track criteria for personal professors. Criteria to be met by personal professors have been drawn up for each Sciences Group. These criteria relate to research, teaching, publications and acquisitions, etc. Some criteria are expressed in terms of credits

² International education professors are assessed by the institute and reviewed by an appointment advice committee

³ An X or x indicates that the relevant professor can qualify for more for one of the aspects: a greater qualification for one aspect can compensate for a smaller qualification for another aspect.

2.5 Monitoring quality

During an appointment period, a number of instruments for monitoring and promoting quality are of relevance during the appointment period of professors. This relates to the following (the information is summarised in the table):

2.5.1 Participation in Wageningen Graduate Schools

The most important means of assuring quality is the Wageningen University requirement that all professors, unless their appointment specifies otherwise (Honorary Professor), must participate in one of the Wageningen Graduate Schools (WGS). This guarantees that they satisfy the minimum quality requirements, but also promotes cooperation with colleagues in related areas and participation in academic debate, while contributing to professionalisation and in-depth knowledge building. Membership in a research school is not only a means for monitoring academic output, but also for ensuring that the subject-based orientation of the teaching mandate remain current.

2.5.2 Result and development discussions

All professors must take part in an annual result and development discussion (R&D discussion) with their manager. The discussion covers aspects such as results from teaching as well as research. Professorial appointments are made by the Executive Board (except for some special professors [professors occupying an endowed chair]). The EB has delegated the R&D discussions with chair holders to the managing directors of the Sciences Groups (who cannot delegate this further). A managing director can, with the agreement of all those involved, decide to delegate the R&D with a personal professor to the chair holder of the group to which the personal professor has been assigned. The R&D discussions with special professors [professors by special appointment] have been delegated to the chair holder with which they are based. The managing directors report their findings from the R&D discussions to the Rector Magnificus. If necessary, the Rector Magnificus may enter into discussion with professors. The Rector Magnificus will in any case hold a discussion with the chair holder and personal professor during each plan period. Supervision and administrative support for R&D discussions is provided by HRM.

2.5.3 Evaluation Committees

At the end of an appointment period, or whenever the Rector Magnificus deems it necessary for other reasons, the chair will be evaluated by an Evaluation Committee. This is discussed further in Section 3.4.5.

2.5.4 Annual reports

Finally, in accordance with the model regulations, every externally funded chair is expected to submit an annual report of activities. Together with the R&D discussions, this report provides important information in terms of quality monitoring, and also with regard to cooperation, positioning, etc.

Type of professor	Participation in WGS	R&O discussion	Evaluation	annual report
Chair holder	Yes, 100%	Yes, with managing director of SG	Every plan period in connection with a new chair plan	No
Personal professor	Yes, 100%	Yes, with managing director of SG or with chair holder, where relevant	Yes, after 5 years	No
Special professor [professor by special appointment]	Yes	Yes, with chair holder	Yes, after 5 years	Yes
Special professor [professor holding an endowed chair]	Yes	No	Yes, after 5 years	Yes
Special professor [international education (IE) professor]	Yes	No	Yes, after 5 years	No
University professor	Depending on agreement	Yes, with RM	Yes, after 5 years	No
Honorary professor	No	No	Yes, after 5 years	No

3 Procedures

3.1 General

The sciences groups draw up a plan for chairs with external funding. These chairs are related to the Wageningen University disciplines and form a further differentiation within them. The resultant specific applications are discussed in the semi-annual strategic bilateral meetings between the managing director and the Rector Magnificus.

The procedures that lead to the establishment of a chair and the appointment of a professor enable the person in question to make a well-informed decision and ensure that the responsibilities and powers of the new professor and persons involved are properly allocated. The procedures for the various types of professors are not identical. These are listed in the following table.

These are followed by a brief description of the procedure for each type of chair. This section is particularly important to initiators and funders. Sections 3.3 through 3.4.6 explain the key elements of the procedures and are particularly important to committee members.

Summary of the procedures

	Structure Committee	Assessment Committee	Appointment Advisory Committee (AAC)	Evaluation/reappointment
Chair holder	on the instructions of the EB Consults EI, GS, SG (incl. DLO and bordering chair groups) Proposes teaching mandate EB confirms	N/A	on the instructions of the EB Consults EI, GS, SG (chair groups) Proposes - candidate EB appoints	R&O discussion
Special professor	SG Board decides on proposal External funder prepares proposal in consultation with the relevant professor at Wageningen University and the managing director	On the instructions of the EB after recommendations from Academic Board. assessment committee consults EI, GS, SG (chair groups) EB establishes the chair and appoints candidate	AAC when there is no candidate	Evaluation after 5 years
Special professor (endowed chair)	External funder prepares proposal, inclusive of the syllabus, preferably in consultation with the relevant professor at Wageningen University and the managing director	on the instructions of the EB assessment committee consults EI, GS, SG (chair groups) Funder appoints, EB confirms	AAC when there is no candidate	Curatorium (annual)
Personal professor	N/A	Personal file is assessed by the tenure track assessment committee on the instructions of the managing director Committee advises the managing director Managing director decides on nomination to the EB EB appoints		After 5 years, with specific weighting of academic output, by a committee in which EI, GS and SG are represented.
Special professor [International education professor]	N/A	Academic Board advises on the basis of the AAC report, IE institute, CV and publication list whether the right to supervise and award a PhD can be granted EB appoints		
Honorary professor		EB proposes Consultation with Academic Board and SGs EB appoints		

Abbreviations used in table: EB = Wageningen University Executive Board, IE = Institutes for International Education, GS = Graduate School, EI = Educational Institute, AAC = Appointment Advisory Committee, SGs = Sciences Groups

3.2 Procedures for each type of professor

The steps to be taken for each type of chair are listed below.

3.2.1 Chair holder

- a. The Executive Board of Wageningen University determines whether a chair from the Strategic Plan is vacant. An important tool in this decision is the Professors Succession Plan, which has been established on the preparation of the chair plan in cooperation with the managing directors and is adopted by the Rector Magnificus. This plan contains the strategic staff planning for professors. It outlines the foreseeable vacancies and contains an analysis of the related research groups. This analysis includes scientific, human, financial and embedding and cooperation aspects. Based on the analysis, the Rector Magnificus and general manager decide to set up a structure commission or an appointment advisory committee. The Rector Magnificus appoints the committee members and defines their mission.
- b. A structure committee gives recommendations and proposals concerning, for example, updating the teaching mandate, scientific reorientation, partnerships or embedding of the group. When the structure committee has reported, the Executive Board will decide about the recommendations and appoint an appointment committee with the mission to find two suitable candidates.

Recruitment and selection

- c. The chairperson of the Appointments Advisory Committee informs the chair group about the names of the candidates. The chairperson informs the candidates themselves about the order of the nomination. This order will remain confidential, even after a possible appointment. Only the members of the AAC, the two candidates, the Rector Magnificus and the managing director are informed. Based on the recommendation of the Appointments Advisory Committee, the Rector Magnificus, in the presence of the general manager, talks with the preferred candidate and, possibly, the second preferred candidate. The Rector Magnificus then determines whether the procedure is continued and with whom.
- d. If the Rector Magnificus and the preferred candidate agree on the starting date and employment conditions then the Rector Magnificus submits the appointment decision to the Executive Board.
- e. The remaining candidate will be informed by the chairperson of the committee or the Rector Magnificus, if there has already been a talk with him/her.

3.2.2 Personal professor

(The procedure is described in detail in the 'Tenure Track Assessment Regulations')

- a. The candidate and chair holder decide to submit the personal file of the candidate to the managing director of the Sciences Group.
- b. The managing director decides to assess the candidate by a severe assessment committee.
- c. The assessment committee consists of a chairperson, a secretary, the director of the graduate school, the programme director, a member of the Academic Board (other than from the SG in question), a Student Member, an external member, a member from an adjacent area of science and an HR officer. The chair holder is the advisor.
- d. The assessment committee evaluates the candidate using the relevant format.
- e. The assessment committee advises the managing director.
- f. The managing director decides to propose the candidate for appointment as special professor to the Rector Magnificus.
- g. The Rector Magnificus can decide to request the advice of the Academic Board.
- h. The Executive Board appoints the personal professor, based on the recommendation of the Rector Magnificus, for a period of 5 years.
- i. The appointment will not be extended unless a favourable evaluation has taken place.

3.2.3 Special professor

- a. The application, with the agreement of the managing director of the Sciences Group, is submitted to the Executive Board of Wageningen University and for the attention of the Rector Magnificus. A format for the preparation of the application is enclosed in Appendix 1. The application for a special appointment chair contains:
 - a statement supporting the application;
 - a description of the teaching mandate. It is advisable to formulate this in cooperation with the relevant professor at Wageningen University and in consultation with the management of the Sciences Group;
 - a proposal for positioning the chair within a chair group;
 - endorsement of the model regulations;
 - the candidate's curriculum vitae and list of publications (if applicable).The Rector Magnificus decides whether the application will be submitted to the Academic Board (pursuant to Article 9.53 of the Higher Education and Scientific Research Act).
- b. The chair holder involved gives an explanation of the application in a meeting of the Academic Board. The Academic Board advises the Rector Magnificus on the relevance of the scientific content of the chair and the expected chances of the prospective candidate.
- c. The managing director of the Sciences Group appoints an assessment committee (see 3.4.1) to review whether the chair contributes to the objectives of Wageningen University as specified in the chair plan and whether the proposed candidate qualifies for an appointment as professor as determined by the criteria, competences and academic output. When no candidates have been proposed the managing director appoints an appointment advisory committee that proposes candidates following an open recruitment procedure.
- d. The assessment committee or appointment advisory committee reports to the managing director.
- e. The managing director decides whether to propose the candidate special professor to the Rector Magnificus. This decision, in part on the basis of the committee's recommendations and the nomination by the managing director, relates to the submission of an appointment decision to the Executive Board.
- f. The Executive Board decides on the establishment of the chair, the profile of the chair, the inclusion of the chair in a chair group and the appointment of the candidate for a fixed period on either a full-time or specific part-time basis.
- g. The establishment of the chair and the appointment of the professor are for a period of 5 years, which is not extended unless the evaluation is favourable and the funding is continued.

3.2.4 Special professor [professor holding an endowed chair]

- a. The application is directed to the Executive Board of Wageningen University, for the attention of the Rector Magnificus. A format for the preparation of the application is enclosed in Appendix 1. The application for an endowed chair contains:
 - a statement supporting the application
 - a description of the teaching mandate of the chair. It is advisable to formulate this in consultation with one of the relevant professors at Wageningen University
 - a proposal for positioning the chair within a chair group
 - a syllabus
 - endorsement of the model regulations
 - the constitution of the foundation
 - a proposal for a curatorium.
- b. The consultations round for endowed chairs focuses on the assessment of the teaching mandate and the candidate, where relevant.
- c. The Rector Magnificus requests advice on the proposal from the Academic Board.
- d. The foundation, in consultation with the Rector Magnificus, sets up an assessment committee when there is an intended candidate or, when there is no candidate, an appointment advice committee that proposes candidates after an open recruitment process. This committee assesses whether the chair contributes to the goals of Wageningen University as described in the chair plan and assesses the proposed candidate's suitability for this chair. The Rector Magnificus decides

whether, on the basis of the advice from the committee, the candidate can be appointed.

- e. The Executive Board reaches a decision on the foundation's declaration of competence, the profile of the chair, the members of the curatorium and positioning within a chair group.
- f. The foundation appoints and pays the salary of the special professor [professor holding an endowed chair]. The Executive Board then confirms this appointment.
- g. The declaration of competence and the confirmation of the appointment are for a period of 5 years and under not extended unless an evaluation has been favourable.

3.2.5 Special professor [international education professor]

- a. The application by the relevant institute for international graduate education is addressed to the Executive Board of Wageningen University, for the attention of the Rector Magnificus.
The application for an international education chair contains:
 - a statement supporting the application
 - a profile of the chair at the international education institute
 - a description of the procedure that has resulted in the appointment as professor at the international education institute (for example, an appointment report)
 - a proposal for positioning the chair within a chair group
 - the candidate's curriculum vitae and list of publications.
- b. The consultation round for an international education chair is limited to a request for advice from the Academic Board on whether the candidate – in view of his/her CV and list of publications – comes into consideration for the right to supervise and award PhDs at Wageningen University.
- c. The Executive Board reaches the decision on the appointment of the international education professor at Wageningen University and the positioning in a chair group. The designation of the teaching mandate at Wageningen University is the same as the designation at the international education institute (which, consequently, can be identical to the designation of the teaching mandate of a professor at Wageningen University).
- d. The appointment is for a period of 5 years and is not to be extended in the absence of a favourable evaluation.

3.2.6 University professor

University professors are appointed by the Executive Board. The preconditions conditions governing the appointment are determined in consultation between the Executive Board and the candidate. University professors are appointed on the basis of their proven academic ability, position and standing. University professors have no teaching mandate, but are responsible for themes or relevance to the entire institution. For this reason, it is not necessary to formulate a teaching mandate or conduct an assessment. However, the Executive Board shall form an opinion on the level of support for the appointment by means of a consultation round conducted by the Rector Magnificus.

3.2.7 Honorary professor

Honorary professors are appointed by the Executive Board. The preconditions conditions governing the appointment are determined in consultation between the Executive Board and the candidate. The appointment to honorary professor offers an opportunity to reach specific agreements between the Executive Board and the candidate and between the candidate and his/her chair holder on issues including availability, the academic record of service and conflict of interests, etc. In addition, honorary professors can be appointed in honour of the person involved or to affiliate him/her to the institution. Appointments of this nature are made on the initiative of the Executive Board. In these cases the Executive Board will once again form an opinion on the level of support for the appointment by means of a consultation round to be conducted by the Rector Magnificus.

3.3 Consultation rounds

Consultation rounds, as is apparent from the table, are part of the decision-making procedure. Consultation rounds are held with the relevant persons the organisation with the intention of arriving at an informed decision on the establishment of a chair or appointment of a candidate. A consultation round results in several issues that will require coordination, modification of the teaching mandate or learning area, recommendations for a candidate and suggestions for focus and cooperation. A consultation round is also of great importance to the creation of support for a new chair and/or professor.

Consultation rounds are initiated by the Rector Magnificus in the case of externally funded chairs whereby the initiator of the chair has drawn up a description of the research area in consultation with a Wageningen University professor. The Rector Magnificus then asks the advice of the Academic Board.

In addition, Structure Committees, Appointment Advice Committees and Assessment Committees conduct consultation rounds. The committees' decision and reports to the Rector Magnificus are in part based on the advice they have received.

If the Rector Magnificus does not follow the advice of a committee or other advisory body, s/he shall inform the persons concerned. This is very important since these persons will often have to deal with the consequences in the form of problems relating, for example, to affiliation to a graduate school, participation in teaching activities or the availability of the new professor.

A consultation of other faculties is carried out on behalf of the Rector Magnificus when this is held to be important, for example when these faculties are not represented in an appointment advisory committee, assessment committee or evaluation committee.

3.4 Committees

3.4.1 Committees in general

Committees set up for chairs are always appointed after consultations with the Rector Magnificus. The Rector Magnificus is responsible for chairs and professors on behalf of the Executive Board. The Rector Magnificus may decide, on the basis of the information s/he needs and the decisions s/he has to make, to issue committees more detailed or phased instructions, etc. In addition, the following applies to Structure Committees, Appointment Advice Committees and Assessment Committees (and not, consequently, to evaluation committees):

- education institutes, graduate schools, managements and chair groups are invited to make suggestions for members of committees that are being formed.
- Wageningen University strives to achieve top quality within the organisation and, for this reason, also strives to increase the participation of, for example, women and scientists from outside the Netherlands as professors. Committees shall, when possible, include at least one woman professor. Preference is given to at least two woman professors in appointment advisory committees.
- committees include, when possible, two student members, one with a PhD and one with an MSc.
- committees include, when possible, at least two professors from outside Wageningen University, at least one of which is preferably from outside the Netherlands.
- committees are chaired by an independent Wageningen University professor.
- members of staff of the chair group with the chair that is vacant or will be established may not be members of a committee. This also applies to persons employed by the party funding an externally funded chair.
- committee members are members in a personal capacity and are not bound by instructions or consultations. Committee meetings are closed meetings. Committees must conduct their work in confidence. Members are expressly under the obligation to treat information about the committee's work as confidential. Members ensure that persons who are not- members cannot take cognisance of committee documents. After the committee has been discharged, the secretary of the committee requests all members to destroy the documents.
- The Rector Magnificus is responsible, on behalf of the Executive Board, for the appointment procedure, and is therefore the contact person for the Executive Board during the process. Exceptions to the above are the assessment commit-

tees that appraise special professors [professors by special appointment] or tenure track candidates for appointment as a personal professor. They are instituted by and report to the managing director.

3.4.2 Instructions for Structure Committees

Appointments are preceded by an initiation phase in which the scientific domain of the appointment must be clear. The teaching mandate must be defined. In this context it is important to describe the social context, the status quo of the domain, the relationship to the objectives at Wageningen University, relevant academic questions, research and teaching activities and cooperation with others.

This, for a special appointment chair involves a description of a differentiation/subdivision within an existing Wageningen University teaching mandate. A committee that has the task of formulating a teaching mandate is called a Structure Committee.

Appendix A contains a format that can be used to formulate a teaching mandate. Teaching mandates described according to this format serve as a solid basis for a new professor and for evaluation in the longer term.

Structure Committees are not only required to describe the scientific domain, but also – and above all – to take account of other groups and involved persons within the institution. They are required to submit their draft recommendations to the relevant chair group, relevant graduate schools, the Educational Institute, related groups from the same and other Sciences Groups and the directors of the Sciences Group in which the chair is or will be based. In its report to the Rector Magnificus, the committee must provide insight into the results of the consultation round and the way in which it considered those results in its decision-making.

On the basis of the Structure Committee's recommendations, the Executive Board confirms the teaching mandate and establishes the chair.

3.4.3 Instructions for Appointment Advisory Committees

In consultation with the managing director, the Rector Magnificus decides to appoint an Appointment Advisory Committee. The assignment given to this committee is to select and propose candidates (preferably two) by means of an open recruitment procedure. When so required, the Rector Magnificus can include accents in the assignment, give instructions or add tasks. In general, the duties of the committee can be divided into three main phases: The committee can receive support from an external expert in all three phases. This then relates, in particular, to competence-oriented recruitment and selection, the prevention of gender bias and, on the basis of question and discussion techniques, specific preparations for the interviews. The committee can also make use of the library to carry out citation analyses of candidates.

Recruitment

- a. The committee draws up a profile of the professor and the text of the advertisement on the basis of the teaching mandate or area of attention. The committee must ensure for the precise formulation of the profile as compared to related teaching mandates, whereby it consults with the management of the Sciences Group. The committee also suggests national newspapers or professional periodicals in which the advertisement could be placed.
- b. The committee submits profile of the professor and the advertisement to the Rector Magnificus. The Rector Magnificus adopts the profile and text for the advertisement on behalf of the Executive Board.
- c. The Committee the media that shall be used to distribute the advertisement and profile. The vacancy can be placed in a national newspaper, on the academic transfer website and via other digital communications and in one relevant technical magazine. The committee also is responsible for placing the profile on relevant scientific sites. The committee can be supported by Corporate HR in the performance of these duties. It is recommended that the dates for interviews and the public lecture be included in the recruitment data.
- d. In addition, the committee can recruit outside the Netherlands by writing directly to academic teaching/research institutions and experts in other countries, who are able to suggest possible candidates to the committee.
- e. The committee sends the profile and advertisement to other institutions, graduate schools, professional associations, Wageningen University departments and individual experts within and outside the Netherlands in order to inform them of

the vacancy, and invites them to suggest possible candidates. In the accompanying letter, the committee shall ask the persons in question to be alert to potential woman candidates.

- f. The committee asks potentially suitable candidates who have been brought to the committee's attention by a third party and have not yet applied whether they are interested in the position. If the committee does not invite such a candidate to apply, it must state the reason(s) in the report or appendix. The committee can invite candidates to apply that have not been named by third parties.
- g. The secretary of the committee confirms receipt of letters of application, informs applicants about the further procedure and time schedule and provides them with further information about the position and subject area. If necessary, the committee asks applicants for further information (e.g. curriculum vitae and publication list).
- h. The chairperson of the committee, the general manager and the Rector Magnificus need to reach agreement on any shortlisted candidates, where preferable. These candidates are approached, in person or otherwise, in close consultation with the managing director, the Rector Magnificus and Corporate HR. Support from an external agency can be arranged, where relevant.

Selection

- a. The committee selects candidates on the basis of the criteria in Section 2.3.
- b. The committee makes an initial selection from the letters of application. These candidates are invited to an interview with the committee. It is recommended that an assessment matrix be used for this purpose.
- c. The committee will in any case invite all woman candidates who could fit the profile for an interview. The committee will send a brief letter as soon as possible to applicants who are not selected for an interview, informing them why they have not been selected.
- d. The committee may not raise the candidates' expectations with regard to honouring their personal and material wishes. These issues will be discussed during the candidates' interviews with the Executive Board.
- e. After the interviews, the committee draws up a shortlist of candidates (with no order of preference). Candidates who are not selected will receive an explanatory letter from the committee as soon as possible.
- f. The chairperson of the committee reports the committee's findings to date and the shortlist of candidates who will be invited to the trial lecture *before* the candidates are actually invited to take part in the trial lecture.
- g. The committee informs foreign candidates, in good time and in consultation with the personnel officer, about living- and working in Wageningen (information brochures for this purpose are available from Corporate HR)
- h. The committee informs any candidates from outside the Netherlands that they will be required to learn Dutch. The Executive Board can make resources available for this purpose on the candidate's appointment.
- i. The shortlisted candidates prepare vision statements on the subject area and chair.
- j. The shortlisted candidates are introduced to the chair group and the faculty. The committee makes the arrangements for this introduction. Arrangements are made for a meeting of the candidates with the chair group. A trial lecture to be held by the candidates is organised for the faculty. In principle, this is a public lecture. The committee sends a written invitation to at least the chair group (including PhD candidates), the management of the Sciences Group, the members (in particular, the student members of the most closely involved programme committee, the director of the Education Institute and the scientific director of the relevant graduate schools. The committee informs the invitees about the candidates by means of curricula vitae, publication lists and vision statements.
- k. The committee informs the candidates that their lectures will make their candidacy known to a wider group in the university. The committee can, on the request of the candidate and in consultation with the Rector Magnificus, decide to treat a trial lecture as confidential. The report then states the reasons.

- l. After the lecture, the committee asks the invitees listed under j. to give their opinion on the candidate's suitability, with specific attention to the candidate's didactic qualities. The committee states the students' opinions on these qualities in the report.
- m. The committee, on behalf of the Rector Magnificus, asks for the written advice of the chair group, the department, the Education Institute and the relevant graduate schools. For this purpose they have received the reason to invite the candidates for the lecture, their cover letter, curriculum vitae, lists of publications and the vision of the invited candidates from the committee.
- n. Once it has received all the advice the committee weighs and interprets the advice and then formulates its conclusions and recommendations. The committee adopts the nomination and notifies the candidates who will be nominated. In making this nomination the committee states its opinion that all nominated candidates for the chair qualify for an appointment as professor. In this phase it is important for the committee, in reasonableness, ensures that shortlisted candidates do not withdraw from the process. Candidates who are not nominated are informed, with a statement of the reasons.

Final report

- a. The report summarises the committee's work method and most important findings. More detailed information about the committee's work and the course of the procedure can be enclosed in appendices.
- b. The report should conclude with substantiated nominations of candidates. With regard to the nominated candidates, the committee reports in accordance with the checklist of criteria in Section 2.3.
- c. The final report and appendices contain at least:
 - the assignment and members (including any changes) of the committee;
 - an account for the profile, scope and advertisement;
 - the recruitment method, the names of academic teaching and research institutions and persons who were approached for advice;
 - the names of applicants who were invited for a talk and of persons suggested to the committee, and the manner in which the committee dealt with these suggestions;
 - an account for the manner in which the committee considered the availability and suitability of woman candidates;
 - an account for the selection procedure, stating the weighting of each candidate in each phase (for example, by means of an assessment matrix) and how the applicants were informed about this by the committee;
 - an account for any minority standpoints, where relevant, in the committee
 - evidence of the committee members' approval. This then indicates that the approval was unanimous or whether there was a minority standpoint, when the latter is accompanied by an explanation, where relevant.
 - a list of enclosures of all correspondence and documents relating to the final report and, for the sake of complete clarity, all enclosures/appendices (including, at least, the nominated candidates' letter of application, CV, list of publications, vision for the discipline and all advice relating to the nomination).
 - in the interest of privacy, it is recommended that persons who withdrew their application at an early stage in the procedure not be mentioned.
- d. The committee submits the report (approved by all members) and all appendices to the Executive Board, to the attention of the Rector Magnificus. The Rector Magnificus may, in consultation with the chairperson of the committee, decide to take further steps on the basis of the draft report.

3.4.4 Instructions for assessment committees

An assessment committee is appointed once the teaching mandate has been proposed and a candidate has been nominated. For regular professors the committee reviews the candidates against the criteria in Section 2.3 in relation to the teaching mandate or research area. Candidates for the position of personal professor are reviewed against the tenure track criteria formulated by Wageningen University. For special professors [by special appointment] or personal professors the committee assesses both the teaching mandate and the candidate.

- a. The committee uses the criteria to make a general assessment of the candidate based on the CV, publication list and the teaching mandate.
- b. The committee then collects references relating to the candidate from three independent international scientists.
- c. The committee invites the candidate to an interview and asks him/her to write a vision statement of the teaching mandate.
- d. The commission, in consultation with the candidate, plans a trial lecture that is, in principle, a public lecture. The committee sends a written invitation to at least the chair group (including PhD candidates), the management of the Sciences Group, the members (in particular, the student members of the most closely involved programme committee, the director of the Education Institute and the scientific director of the relevant graduate schools. The committee informs the invitees about the candidates by means of curricula vitae, publication lists and vision statements.
- e. The committee informs the candidates that their lectures will make their candidacy known to a wider group in the university. The committee can, on the request of the candidate, decide to treat a trial lecture as confidential. The report then states the reasons.
- f. After the lecture, the committee asks those present to give their opinion on the candidate's suitability, with specific attention to the candidate's didactic qualities. The committee states the students' opinions on these qualities in the report.
- g. The committee, on behalf of the Rector Magnificus, asks for the written advice of the chair group, the department, the Education Institute and the relevant graduate schools. For this purpose they receive substantiated proposals (not the integral draft report) and the letters of application, CVs, lists of publications and vision statements of the proposed candidates from the committee.
- h. After receiving all recommendations, the committee makes a final assessment.
- i. The report summarises the committee's work method and most important findings. More detailed information about the committee's work and the course of the procedure can be enclosed in appendices. The report should conclude with an assessment of the proposed candidates according to the checklist of criteria in Section 2.4 and, in the case of a special appointment chair, a proposal for a teaching mandate. The committee also formulates clear assessment criteria for the evaluation after the appointment period. Finally, the committee gives its decision on the candidate's suitability for the chair in terms of the teaching mandate or research area.
- j. The final report and appendices contain at least:
 - the assignment and members (including any changes) of the committee;
 - an account for any minority standpoints, where relevant, in the committee
 - evidence of the committee members' approval. This then indicates that the approval was unanimous or whether there was a minority standpoint, which is then explained; a list of all enclosed/attached correspondence and documents relating to the final report and all necessary attachments (including, at least, the nominated candidates' letters of application, CVs, lists of publications, visions for the discipline and all advice relating to the nomination).
- k. The committee submits the report (approved by all members) and all appendices to the Executive Board, to the attention of the Rector Magnificus. The Rector Magnificus may, in consultation with the chairperson of the committee, decide to take further steps on the basis of the draft report.

3.4.5 Evaluation Committee

The Rector Magnificus can appoint an Evaluation Committee to determine whether the period of a chair or appointment should be extended. The members of the committee are:

- An independent chairperson, a Wageningen University professor
- A secretary
- A professor from the relevant Sciences Group
- A professor from another Sciences Group
- When possible, a professor from outside Wageningen University

They will be asked, on the basis of documentation to be provided by the professor (Appendices D and E), to form an opinion on the candidate's achievements (accord-

ing to the criteria in section 2.3), the relevance for Wageningen University and the prospects. The professor is invited to explain the documents to the committee. With- in this context, the committee will be asked to make a recommendation on the con- tinuation of a chair/appointment. The Rector Magnificus, on the basis of the commit- tee's report, will decide whether to submit a reappointment decision to the Executive Board.

When the evaluation of a personal professor is involved the Assessment Regulations Tenure Track will be applied and therefore the Director Graduate School and Pro- gramme director will be part of the committee.

3.4.6 Curatorium and Supervisory Committee

A Curatorium is instituted for an endowed chair that has at least three and at most five members, of which one member is designated by the Wageningen University Executive Board and the other members by the foundation, having heard the advice of the Executive Board. The Curatorium elects a chairperson from its midst.

The duty of the Curatorium is to supervise the endowed chair and, in particular, to monitor the retention of an adequate academic level of the teaching given by the special professor holding an endowed chair. The Curatorium reports its findings on request – and, if necessary, on its initiative – to the board of the foundation.

The Rector Magnificus can also, if s/he deems it to be necessary, arrange for the support of a special professor [professor by special appointment], personal professor or honorary professor by a supervisory committee similar to a Curatorium. The Rector Magnificus appoints a supervisory committee of this nature and formulates its duties in consultation with the initiator, funder, directors and professor in question.

Appendices

A. Format for teaching mandate and research area

1. Rationale of the applicant in relation to the interests of Wageningen University
 - 1.1. The applicant demonstrates how the chair will primarily serve the interests of research and teaching at Wageningen University.
 - 1.2. A description of the societal importance of the chair and how the discipline relates to social issues.
 - 1.3. A description of the strategic importance of the cooperation for Wageningen UR.
2. Work area and mission of Wageningen University and relationship with the chair plan
 - 2.1. A description of the manner in which the proposed scientific domain fits in with the area of work and the mission of Wageningen UR, and in particular of Wageningen University.
 - 2.2. For a special appointment chair or an endowed chair, a description of the important, relevant and innovative subdivision/differentiation of a structural chair and/or the introduction of new academic/scientific insights, methods and techniques.
 - 2.3. The applicant demonstrates the need for attention to the area of focus at professorial level.
 - 2.4. A description of the coordination, delineation and cooperation with related chair groups and externally funded chairs.
3. 3. Significance for teaching
 - 3.1. An interesting, relevant and innovative contribution is made to teaching in the 1st and/or 2nd phases (indicate which).
 - 3.2. An adequate formulation of the teaching activities an integration in the regular teaching of the chair group.
 - 3.3. The planned duties are in line with the scope of the appointment.
 - 3.4. The chair is expected to acquire contract research.
4. 4. Significance for research
 - 4.1. A description of an interesting, relevant and innovative contribution to research by means of academic research questions.
 - 4.2. The content of the research duty is formulated adequately and is integrated in the chair group's research programme. Doctoral candidates are trained within the chair.
 - 4.3. The proposed duties are in line with the scope of the appointment (see also teaching).
 - 4.4. The chair is expected to acquire external funds for research.

B. Model regulations for a special appointment chair

1 Establishment of the chair

- a. The Executive Board of Wageningen University (hereinafter referred to as the 'EB') and, based in(hereinafter referred to as the 'external organisation') have agreed to establish a special appointment chair at Wageningen University for five years in the field of, that shall be funded by the external organisation / or when by another external party state the name(hereinafter referred to as 'the funder').
- b. The chair will be placed in the chair group.

2 Nomination and appointment

- a. The EB, in consultation with the funder, institutes a committee that assesses whether the candidate proposed by the funder qualifies for an appointment as professor. The committee consists of at least three members (the majority of whom are professors, one of whom is a professor outside Wageningen University) and a student.
- b. The assessment committee works in accordance with the guidelines and procedure for professorial appointments. The procedure includes at least:
 - c. an assessment against the selection criteria from the aforementioned guidelines,
 - d. a trial lecture to be given by the candidate,
 - e. a written vision of the field
- f. The assessment committee, on behalf of the Rector Magnificus and on the basis of the candidate's curriculum vitae, publication list, written vision and trial lecture, requests advice from the department, the relevant graduate school and the educational institute. After receiving advice from the various parties, the EB reaches a decision.
- g. The EB grants the special professor [professor by special appointment] a temporary appointment of a period of 5 years; the professor does not receive any remuneration for this appointment.

3. Funding

- a. The funder ensures that the special professor [professor by special appointment] is available for the relevant weekly duties and finances the associated personnel costs.
- b. The funder makes funds available to Wageningen University to cover the costs of a fully equipped workplace and secretarial support (a fixed sum of €7,500 per annum) and a budget for the professor. The EB does not make any funds available.
- c. The funder makes an amount of €..... per annum available for research to be carried out by the special professor [professor by special appointment]. The funder and the chair holder of the relevant chair group agree on the associated conditions.

4. Education and research

- a. The manner of the teaching given by the special professor [professor by special appointment] and the scope is such that the subject s/he teaches at least meets the prevailing minimum standards for elective courses of the Faculty of Agricultural and Environmental Sciences.
- b. The special professor [professor by special appointment] is entrusted with holding examinations in the relevant field, supervising theses and other forms of independent study in accordance with the rules and customs of the faculty.
- c. The special professor [professor by special appointment] organises the teaching, with due regard for the provisions of this Article, in consultation with the chair holder of the chair group of which the chair is a member.

- d. The special professor [professor by special appointment] provides for the annual evaluation of the teaching in accordance with the system used for the evaluation of Wageningen University's regular study programmes.
- e. The special professor [professor by special appointment] creates his/her research line, in consultation with the chair holder of the group of which s/he is a member, and participates in an accredited graduate school.

5 Annual report

- a. The funder submits an annual report, which has also been signed by the chair holder of the chair group, to the EB on education and research activities of the special professor [professor by special appointment].

6. Termination

1.
 - a. The special professor [professor by special appointment] is granted an honourable discharge at the end of the month in which s/he attains pensionable age.
 - b. The premature termination of the temporary appointment can be requested by the special professor [professor by special appointment] with due regard for the notice period specified in the Collective Labour Agreement for Dutch Universities.
 - c. The funder can submit a request to the Executive Board to for the premature termination of the temporary appointment in situations in which this is permitted by or pursuant to the legal regulations governing professors appointed by Wageningen University.
 - d. The EB can proceed to the premature termination of the temporary appointment of the special professor [professor by special appointment] when the funder does not fulfil its obligations pursuant to these regulations after a demand to that effect.
 - e. The EB can also proceed to the premature termination of the temporary appointment of the special professor [professor by special appointment] when this is permitted by or pursuant to the relevant statutory regulations.
2.
 - a. The premature termination of the temporary appointment on the request of the funder is not granted unless the funder has informed the interested party of the reasons for the submission of the request to the EB and has offered the special professor [professor by special appointment] an opportunity to object against the reasons.
 - b. The premature termination of the temporary appointment on the request of the EB is not granted unless the EB has informed the special professor [professor by special appointment] of the reasons for the request by the and has given the special professor [professor by special appointment] an opportunity to object against the reasons.
3.
 - a. When the employment of the special professor [professor by special appointment] with the funder (the external organisation) is terminated then, for as far as is applicable, the temporary appointment of the special professor [professor by special appointment] at Wageningen University terminates on the same date.

7. Extension

- a. A special appointment chair can be extended in the event of a favourable evaluation. The funder bases an application for an extension on the basis of an evaluation of the chair. The evaluation is accompanied by a student evaluation of the teaching and is jointly signed by the chair holder of the chair group that includes the special appointment chair.
- b. The EB consults the department, the education institute and graduate school before it reaches a decision on the application for an extension.

8. Applicable law and disputes

- a. These regulations and the legal relationships arising from these regulations are governed exclusively by Netherlands law.

- b. Disputes arising from or related to these regulations or the legal relationships based on these regulations that cannot be settled in amicable agreement shall be submitted to the competent district court of Arnhem, the Netherlands.

9 Unforeseen circumstances

- a. The EB decides on all issues not foreseen in these regulations after hearing the funder and the special professor [professor by special appointment].

C Model regulations for an endowed chair

1 Declaration of Competence

- a. The foundation, located in, institutes, after consultation with the Academic Board that it has been declared competent by the Executive Board of Wageningen University, an endowed chair in the field of
- b. The special professor [professor holding an endowed chair] professor holding the endowed chair will be integrated in the chair group.

2 Curatorium

- a. A curatorium is instituted which consists of at least three and at most five members, of which one member is designated by the Executive Board of Wageningen University and the other members by the foundation after hearing the Executive Board.
- b. The duty of the curatorium is to supervise the endowed chair and, in particular, to monitor the retention of an adequate academic level of the teaching given by the special professor [professor holding an endowed chair]. The curatorium reports its findings on request and, if necessary on its initiative, to the foundation's board and to the Executive Board of Wageningen University.
- c. The curatorium elects a chairperson from its midst.

3. Nomination and appointment

- a. The foundation's board forms an appointment advisory committee in consultation with the Rector Magnificus of Wageningen University. The committee has at least two professor members, one of whom is a professor from another university (external member), and a student member.
- b. The appointment advisory committee follows the main lines of the guidelines and the procedure for appointments of regular professors at Wageningen University. The procedure includes at least:
- c. open recruitment;
- d. an assessment of the candidates based on the selection criteria from the aforementioned guidelines;
- e. a trial lecture to be given by the shortlisted candidates;
- f. a written vision of the field;
- g. consultation with the education institute and graduate schools.
- h. The appointment advisory committee submits the confidential appointment recommendations to the Executive Board of Wageningen University, for the attention of the Rector Magnificus. The Executive Board decides, in part on the basis of the appointment recommendations, on the candidate's nomination to the board of the foundation.
- i. The foundation's board appoints the professor for a period of a maximum of five years and informs the Executive Board of the appointment.
- j. The Executive Board of Wageningen University confirms the appointment.

4. Facilities and research budget

- a. Wageningen University makes a fully equipped workplace and secretarial support available to the foundation for the special professor [professor holding an endowed chair]. The foundation in turn pays Wageningen University a fixed fee of €7,500 excl. VAT per annum. Wageningen University also makes the necessary facilities for education and research available to the foundation.
- b. The foundation makes an amount of €... per annum for the research to be carried out by the special professor [professor holding an endowed chair] as referred to in Article 5, under e. The foundation consults on this with the chair holder of the chair group with the endowed chair.

5. Education and research.

- a. The manner of the teaching given by the special professor [professor holding an endowed chair] in the field and the scope is such that the subject s/he teaches at least meets the prevailing minimum standards for elective courses of the Faculty of Agricultural and Environmental Sciences.
- b. The special professor [professor holding an endowed chair] can be entrusted with holding examinations, supervising theses and other forms of independent studies in accordance with the rules and customs of the faculty and in accordance with other regulations including the Education and Examination Regulations.
- c. The special professor [professor holding an endowed chair] can, with due regard for the provisions of this Article, exercise his/her discretion in the design of the academic education.
- d. The professor provides for the annual evaluation of the teaching in accordance with the system used for the evaluation of Wageningen University's regular study programmes.
- e. The special professor [professor by special appointment] creates his/her research line, in consultation with the chair holder of the group of which s/he is a member, and participates in an accredited graduate school.

6 Annual report

- a. The foundation's board submits an annual report, jointly signed by the chairperson of the curatorium, to the Executive Board on the education provided and the research carried out in the past academic year.
- b. The foundation's board submits the necessary information about the endowed chair to the Executive Board.
- c. The foundation's board gives the Executive Board prompt notification of every amendment to or supplement of the foundation's constitution and regulations governing the chair.

7 Termination of the appointment

- a. The special professor [professor holding an endowed chair] is granted an honourable discharge at the end of the month in which s/he attains pensionable age.
- b. The foundation's board is competent to suspend and dismiss the special professor [professor holding an endowed chair] in situations in which this is also permitted by or pursuant to the statutory regulations governing professors appointed by Wageningen University.
- c. Dismissal other than at the professor's request is not granted unless the foundation's board has informed the interested party of the reasons for the dismissal and has offered the special professor [professor holding an endowed chair] an opportunity to object against the reasons.

8 Rescinding the Declaration of Competence

- a. The Executive Board can, after consulting the Academic Board, can rescind the Declaration of Competence as referred to in Article 1 when:
- b. The foundation no longer fulfils the provisions of these regulations after a demand to that effect;
- c. the special professor [professor holding an endowed chair] has neglected the education or has interrupted the education for a full year without a valid reason;
- d. the interest of the scientific education is no longer compatible with the Declaration of Competence due to changes in circumstances.

9. Extension

The competence to retain the endowed chair on the request of the foundation is, in principle, exercised for an extension only once. When submitting this request the foundation attaches an evaluation of the chair by the curatorium. The evaluation is accompanied by a student evaluation of the education. The Executive Board consults the department, the education institute and graduate school, followed consultations

with the Academic Board, before it makes its decision on the request for an extension.

10 Applicable law and disputes

- a. These regulations and the legal relationships arising from these regulations are governed exclusively by Netherlands law.
- b. Disputes arising from or related to these regulations or the legal relationships based on these regulations that cannot be settled in amicable agreement shall be submitted to the competent district court of Arnhem, the Netherlands.

11 Unforeseen circumstances

The curatorium decides on all issues not foreseen in these regulations. However, and unless the situation is an urgent one, the curatorium reaches a decision after it has consulted the foundation's board and the special professor [professor holding an endowed chair].

D Format for self-evaluation by special professors

Introduction

Your performance as special professor during the past five years will soon be evaluated by a review committee that was appointed by the Rector Magnificus for this purpose. This self-evaluation will serve as input for the committee. If continuation of the Chair is desired, the review by the committee will play an important role in the decision whether or not to continue the Chair.

1. Basic data

Name special professor:
 Name of special Chair:
 Hosting Chair group WU:
 Start date special Chair:
 Date of previous evaluation (if applicable):
 Financer of special Chair:
 Main employer of special professor:
 Main function of special professor:

2. Plans for continuation (check applicable box)

- No continuation of both special Chair and special professor
- Special professor will stop, special Chair will continue with new candidate
- Continuation of both special Chair and professor

Short explanation if necessary (max 50 words):

3. Teaching performance

- a. Summary of main results in past five years
- b. List of contributions to BSc, MSc and PhD courses
- c. Results of course evaluations
- d. Names of BSc and MSc thesis students supervised in past five years
- e. Other relevant performance.

4. Research performance

- a. Summary of main results in past five years
- b. Number of papers in refereed journals in past five years
- c. Total number of publications in past five years (list of publications in appendix)
- d. Citation analysis from Web of Science *
- e. Citation analysis from WUR library **
- f. Other relevant performance

5. PhD Supervision

- a. Names of PhD candidates supervised and graduated in past five years, with start and end date
- b. Names of PhD candidates currently under supervision, with start date

6. Recognition of academic esteem

- a. Academic esteem gained in the past five years, illustrated by:
- b. Acquisition: grants awarded
- c. Honorary doctorates and other scientific awards
- d. Invited key note lectures
- e. Membership editorial boards, editor of books or conference proceedings
- f. International scientific collaboration

7. Impact on society

- a. The Chair's impact on society in the past five years, for example illustrated by:
- b. Dissemination of research results to stakeholders and other knowledge users
- c. Knowledge valorisation through patents, spin-offs, applications
- d. Membership of public or private advisory committees or boards
- e. Dissemination of expertise and research results to the general public

8. Plans for the next five years (if continuation is envisaged)

- a. Teaching
- b. Research and PhD supervision

9. Impact on society

Added value for financer of special Chair, for Chair group and for Wageningen UR

If continuation of the special Chair is envisaged:

Appendix 1: CV

Appendix 2: List of publications

Appendix 3: Letter with commitment for continuation by financier

Appendix 4: Short evaluation and recommendation by Chair group leader WU

* Find h-index Web of Science:

- <http://library.wur.nl>
- log in as WUR user
- Web of Science (under 'Most used resources')
- author finder
- enter last name and initials
- search by name
- select relevant author name(s)
- view records
- create citation report
- use number of results found
- use average citations per item
- use h-index

** Citation analysis from WUR library:

- <http://library.wur.nl>
- log in as WUR user
- search (in left column)
- author search
- enter your name in field 'Last name'
- search
- select relevant author name(s)
- show documents of selected author(s)
- search within results
- year of publication: fill in current year -10 - current year -1
- search
- output: WoS table, OK
- use the relative impact (RI) over the total period of ten years
- use percentage of top 10% cited papers over the total period
- use percentage of top 1% cited papers over the total period

E Format for self-evaluation by special professors [international education professors]

Introduction

Your performance as professor from an international education (io) institute with ius promovendi at Wageningen University during the past five years will soon be evaluated by a review committee that was appointed by the rector magnificus for this purpose. Because of your ius promovendi at Wageningen University, this self-evaluation concerns only your research and PhD supervision. It will serve as input for the committee. If continuation of your ius promovendi is desired, the review by the committee will play an important role in the decision whether or not to continue the io Chair.

1. Basic data

Name of io professor:

Name of io Chair:

Name of io institute:

Hosting Chair group WU:

Start date of io Chair:

Date of previous evaluation (if applicable):

2. Plans for continuation (check applicable box)

- No continuation of both io Chair and io professor
- IO professor will stop, io Chair will continue with new candidate
- Continuation of both io Chair and professor

Short explanation if necessary (max 50 words):

3. Research performance

- a. Summary of main results in past five years
- b. Number of papers in refereed journals in past five years
- c. Total number of publications in past five years (list of publications in appendix)
- d. Other relevant performance

4. PhD Supervision

- a. Names of PhD candidates supervised and graduated in past five years, with start and end date
- b. Names of PhD candidates currently under supervision, with start date

5. Plans for the next five years (if continuation is envisaged)

- a. Research and PhD supervision

If continuation of the IO Chair is envisaged:

Appendix 1: CV

Appendix 2: List of publications

Appendix 3: Letter with commitment for continuation by IO institute

F Personal file Evaluation Personal Chair

0. Introduction

Your performance as personal professor during the past five years will soon be evaluated by a review committee that was appointed by the Rector Magnificus for this purpose. This self-evaluation will serve as input for the committee. If continuation of the Chair is desired, the review by the committee will play an important role in the decision whether or not to continue the Chair.

1. Basic data

Name personal professor:
Name of Chair:
Hosting Chair group WU:
Date of appointment:
Date of previous evaluation: (if applicable)

2. Teaching performance

- a. Summary of main results in past five years
- b. List of contributions to BSc, MSc and PhD courses
- c. Results of course evaluations
- d. Names of BSc and MSc thesis students supervised in past five years

3. Research performance

- a. Summary of main results in past five years
- b. Number of papers in refereed journals in past five years
- c. Total number of publications in past five years (list of publications in appendix)
- d. Citation analysis from Web of Science *
- e. Citation analysis from WUR library **

4. PhD Supervision

- a. Names of PhD candidates supervised and graduated in past five years, with start and end date
- b. Names of PhD candidates currently under supervision, with start date

5. Recognition of academic esteem

Academic esteem gained in the past five years, illustrated by:

- Acquisition: grants awarded
- Honorary doctorates and other scientific awards
- Invited key note lectures
- Membership editorial boards, editor of books or conference proceedings
- International scientific collaboration

6. Impact on society

The Chair's impact on society in the past five years, illustrated by:

- Dissemination of research results to stakeholders and other knowledge users
- Knowledge valorisation through patents, spin-offs, applications
- Membership of public or private advisory committees or boards
- Dissemination of expertise and research results to the general public

7. Plans for the next five years (if continuation is envisaged)

- a. Teaching
- b. Research and PhD supervision
- c. Impact on society
- d. Added value for financier of special Chair, for Chair group and for Wageningen UR

If continuation of the special Chair is envisaged:

Appendix 1: CV

Appendix 2: List of publications

Appendix 3: Short evaluation and recommendation by Chair group leader WU

* Find h-index Web of Science:

- <http://library.wur.nl>
- log in as WUR user
- Web of Science (under 'Most used resources')
- author finder
- enter last name and initials
- search by name
- select relevant author name(s)

- view records
- create citation report
- use number of results found
- use average citations per item
- use h-index

** Citation analysis from WUR library:

<http://library.wur.nl/way> (Staff publications)

- log in as WUR user
- Click on search without entering any search term. You will be directed to a new page.
- Advanced search
- author
- enter your last name
- search
- Add relevant author name(s) to search
- Search with selected author(s)
- Select "Research credits" (right navigation panel)
- Select "Bibliometric Analysis" (right)
-
-
- Years to report on From: (current year -10) – To: (current year -1)
- use the relative impact (RI) over the total period of ten years
- use percentage of top 10% cited papers over the total period
- use percentage of top 1% cited papers over the total period