

## Recruitment and selection procedure

### Assistant Professors and Associate Professors including Academic Career Trackers

This is the basic TU Delft process; the procedure in each faculty may vary in some respects – check this with HR in the faculty. In the scheme, x's in bold mark who is responsible for that step, while thin X's mark who are involved with that step.

	Action	Action by whom									
		Rector Magnificus (not applicable)	RMVC-EB secretary (not applicable)	Dean/ Faculty secretary/ Faculty office	Departmental director (vacancy holder)/ Departmental secretary/ Departmental office	AAC	Faculty HR	Council of Professors (not applicable)	Central HR	Recruitment	[Own role]
1	Discuss vacancy in departmental MT, with dean and faculty MT, check financial parameters.			X	<b>X</b>						
2	Dean decides, after consulting with faculty MT, to sanction the vacancy.			<b>X</b>			<b>X</b>				
3	Planning start conversation with relevant parties.  Draw up draft profile.  Determine proposal for composition of the Appointments Advisory Committee (AAC) and members of small committee.			X	<b>X</b>					X	
4	Discussion of draft profile and proposed composition of the AAC in departmental MT. Any comments will be included and shared with recruitment.				<b>X</b>					X	

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5	<b>Department registers draft profile and proposed composition of the AAC.</b>			X							
6	<p><b>Arranging AAC meeting (round one and two)</b>  Check availability AAC members. If needed, arranging accommodation and flights.</p> <p>Reserve room, catering and equipment.</p> <p>Schedule trial lecture, check availability of students (FSC), Director of Studies, O&amp;S and staff members of department (for trial lecture).</p> <p>Trial lecture can also be held when candidates are invited for a second conversation.</p> <p>In case of impediment of a AAC member, the SCP AAC secretary discusses with the chair of the AAC on how to proceed.</p> <p><b>Planning of side program for individual candidates.</b></p>				X	X					

Date: June 1, 2023

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7	Send vacancy text in standard TU vacancy form electronically to the faculty recruitment assistant for entering in recruitment system. See: <a href="https://intranet.tudelft.nl/en/-/posting-a-vacancy">https://intranet.tudelft.nl/en/-/posting-a-vacancy</a> .				X					X	
8	Recruitment assistant ensures posting of vacancy in standard recruitment channels, including spreading the link to interested parties.  Additionally, active approaching of potential candidates by vacancy holder in own network and potential search candidates in coordination with recruitment.				X					X	
9	Talent Acquisition Specialist (TAS) ensures posting of vacancy in additional recruitment channels.									X	
10	Incoming applications come in through recruitment system; candidates receive automatic confirmation. Members of small committee have access to the applications.									X	
11	Check if the AAC meeting is scheduled and the required preparations are done (see step 6).				X						

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12	<p><b>Small committee makes selection (longlist) of received applications and enters in (online) pre-conversations.</b></p> <p>The date of the AAC meeting is mentioned in the invitation (under reservation).</p>					X				X	
13	<p><b>Recruitment initiates CV selection. Small committee makes pre-selection (shortlist) of applications based on (online) pre-conversations. A motivated assessment for both selected and not selected candidates is registered in the recruitment system.</b></p>					X				X	
14	<p><b>Shortlist in the recruitment system is made available to all AAC members. AAC members read through the shortlist. Criteria from the vacancy are guiding.</b></p>					X				X	
15	<p><b>Recruitment assistant informs first batch of applicants whether they have been rejected or accepted for further consideration via the recruitment system.</b></p>					X				X	
16	<p><b>Invite selected candidates for interview with AAC.</b></p> <p>Explain the procedure to the selected candidates in letter of invitation, and what they should prepare.</p>					X				X	

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17	Contact (minimum of 3) referees of selected candidate by phone.				X	X					
18	Prepare AAC selection meeting.					X					
19	First selection meeting AAC. In debrief, decide whether a second round is needed.					X					
20	Second selection meeting AAC. If not applicable, cancel meeting and other reservations.					X					
21	After meeting AAC, submit advice to the dean.  Dean decides in which manner to proceed with the procedure.			X		X					
22	Inform candidate of subsequent procedure. Inform selected candidate of the subsequent procedure.  Check of ancillary activities.  Discuss mutual expectations and wishes with selected candidate.			X	X		X			X	

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	<p>Formal offer (with reservations) to candidate, Registration of offer in recruitment system by recruitment assistant (in consultation with faculty HR).</p> <p><b>Possibly hold second candidate in portfolio in consultation with recruitment.</b></p>									
24	<p><b>Conversation on conditions of employment candidate with (dean,) departmental director and HR.</b> Take note of the registration of ancillary activities.</p>			X	X		X			
25	<p><b>Vacancy is closed in recruitment system.</b> After agreement with candidate, enter employment in MyHR.</p> <p><b>Rejection of other candidates. Candidates who have been interviewed are verbally informed by the Chair of AAC.</b></p>				X			X	X	
26	<p><b>Inform AAC members and send letter of thanks.</b></p>					X				