

Committee for Talent and Appointments (CTA) Internal Regulations

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1. Purpose and Scope

The [Committee for Talent and Appointments \(CTA\)](#) is an independent committee that provides solicited and unsolicited advice on policy and instruments for talent and career development at Amsterdam UMC to the Board of Directors (Raad van Bestuur; RvB) within the scope of the institutional policies of the University of Amsterdam (UvA) and Vrije Universiteit (VU) Amsterdam and the broader national framework of [Recognition & Rewards](#). In addition, the CTA provides formal solicited advice to the Dean of the UvA and VU on candidates nominated for appointment as Associate Professor (UHD), Full Professor, or for a Career Track (Professor by special appointment (bijzonder hoogleraar) falls outside of the scope of the CTA). The Dean of the Faculty of Medicine of the University (VU or UvA) remains the final decision-maker acting within the scope of UvA and VU career policies.

The goal of the CTA is to contribute to transparency and fairness of internal career policies. To this end, the CTA Internal Regulations describe the CTA's core responsibilities, composition, tasks and how the evaluation process is handled. Documents describing the four profiles for academic careers within Amsterdam UMC (Research, Education, Valorisation & Societal Impact, Clinical Work), the criteria for evaluation as well as the Qualification Portfolio to be completed by candidates are described in separate documents published on the CTA website after confirmation by the RvB.

1.1 Document management

The CTA Internal Regulations were drawn up in accordance with the assignment by the RvB of Amsterdam UMC to install the CTA and established in July 2021 (see table). In November 2025, updated CTA Internal Regulations were submitted to the RvB. After multiple consultations of the Works Council (Ondernemingsraad) of Amsterdam UMC and of the Amsterdam Research BV, the Regulations were revised, resubmitted and approved by the RvB by letter of 23-09-2026. The Internal Regulations will periodically be updated by the db-CTA in consultation with the CTA members and Deans.

Version 1.0	Established by the RvB July 2021
Version 2.0	Provisionally established by the RvB November 2025 until approval Works Council
Version 2.1	Submission in May 2026 to the RvB, approved by RvB letter 23-09-2026

2. Core Responsibilities

The CTA:

- Provides solicited and unsolicited advice as an independent committee to the RvB and Amsterdam Research Board (ARB) on policy and instruments for talent and career development for academic careers within Amsterdam UMC
- Evaluates dossiers including the individual portfolio of the candidate and prepares a formal advice letter to the respective Dean of the Faculty of Medicine of the UvA and the VU on candidates for:
 - Associate Professor (UHD)
 - Full Professor (HL)
 - And candidates in a Career Track from UHD to Professor.
- Also evaluates dossiers after consultation by a Department head who requests preliminary advice on an individual from their group, under the provision that this person is not a candidate nominated for UHD, Professorship or in a Career Track as yet

- Contributes to external recruitment procedures for Full Professor by participation of a CTA member in the Advisory Appointment Committee (Benoemingsadviescommissie; BAC) whose input will be incorporated in the BAC report.

3. Composition of the CTA

3.1 Roles

- Chair: Professor and member of the ARB, appointed by the RvB
- Vice-Chair: selected internally from the CTA members
- The Chair or vice-Chair is also chair the committee of the [Amsterdam UMC Fellowship](#) who selects candidates for the 5-year Amsterdam UMC Fellowship every year and follows their Tenure Track development towards UHD
- Members: see below
- Support staff: one from HR and one from the Research Policy Office (see below)
- Db-CTA: the Chair, vice-Chair and support staff form the daily management of the CTA.

3.2 Chair and vice-Chair

- The Chair presides the CTA meetings. If unavailable, the vice-Chair will be chair.
- The Chair and vice-Chair periodically meet with the Deans for mutual updates and consultation.
- The Chair, vice-Chair have periodic coordination meetings with the CTA support staff.

3.3 Daily management (db-CTA)

The db-CTA:

- Periodically meet to establish the agenda and prepare the documents for the CTA meetings and discuss action points and matters the CTA is involved in
- Align developments with the vice-Dean for Research, vice-Deans for Education (FdG UvA and FdG VU) and vice-Dean Valorisation
- Align developments that lie within the scope of the CTA with the Deans
- Provide periodic updates in the Amsterdam Research Board
- Prepare solicited or unsolicited advice to the RvB
- Prepare solicited advice on candidates to the respective Dean
- Are contact persons for Recognition & Rewards within Amsterdam UMC.

3.4 Members

3.4.1 Appointment and Term

- Members are appointed by the RvB
- Term: 3 years, which can be extended for another 3 years
- Extension after the second term is possible in exceptional cases after agreement of the RvB to ensure continuity
- In case of temporary absence for a period longer than four months, the Chair will propose temporary replacement of this member to the Deans until return of the member
- Early resignation before the term of the member ends must be communicated well in advance to the Chair or db-CTA, to ensure timely succession according to the recruitment process as outlined in the appendix and knowledge transfer.
- The number of members varies in time as needed to come to a solid advice to the Deans. March 2026: 25 incl. Chair and vice-Chair and two support staff members.

3.4.2 Tasks

- Members have the following tasks:
 - Review of dossiers and provision of written input in advance of the CTA meeting and actively contribute to the discussion of the candidate in an open, respectful and confidential manner
 - Actively contribute to discussions on talent development within Amsterdam UMC with regards to career paths, criteria for evaluation, transparency and fairness, etc.
 - Participate in ad hoc subgroups to work on particular matters concerning the CTA
 - If applicable and on request, become member of a Advisory Appointment Committee (BAC) for appointment of an external candidate

3.4.3 Member Profile

Members should (also see the Appendix *Recruitment and Appointment of CTA Members*):

- Have a broad, cross-disciplinary perspective
- Contribute in a constructive way
- Act independently. This means that the committee members function and provide advice without external influence or pressure and without Conflict of Interest (COI) (see 3.5)
- Be Professor, Associate Professor (UHD) or Assistant Professor (UD), as a representation of all academic career stages within Amsterdam UMC, with a majority of Professors as member
- Individual members are selected as such that diversity in expertise, perspectives and background is ensured (with regards to scientific content as well as the four career paths).

3.4.4 Representation

Members are selected with regard to the following requirements:

- Balance between the number of members affiliated to the UvA and VU
- Fair representation from the Research Institutes of Amsterdam UMC and Teaching and Learning Centres of the UvA and VU
- Covering the career paths research, education, valorisation & societal impact, clinical work

3.4.5 Restrictions

- Research Institute Directors and Division Board members cannot be CTA members due to a conflict of interest (COI)
- A department head can be member or (vice-)Chair, but will leave the meeting if a dossier from their own group is discussed and refrains from advice for the letter to the Dean.

3.5 Support Staff

The CTA is supported by a Research Policy Office policy advisor and HR staff member (2 in total) who are member of the db-CTA. Their tasks are:

- Prepare policy advice and schemes on academic talent development for discussion with the Chairs and in the CTA meetings
- Prepare the db-CTA meetings and monthly CTA meetings, by
 - Preparing the agenda and documents
 - Assigning CTA members to dossiers to be reviewed
 - Drawing up minutes of the meeting
 - Follow up actions from the action list

- Prepare draft letters to the respective Dean on reviewed candidates according to the advice of the CTA and send these for approval to the Chair and vice-Chair
- Send the approved advice letters to the respective Dean via the Dean's office
- Coordination with the Dean's office of the VU and the UvA
- Owner of the MS Teams CTA channels (identical to the SharePoint site) in which:
 - Access of members is managed
 - Documents for the meetings and for review are shared with CTA members
 - Dossiers are submitted by the Dean's offices in a private channel only accessible to the Dean's offices and support staff of the CTA. When the CTA evaluates a candidate for a further career step, the Dean's office can add the previous CTA advice to the dossier
 - Documents are managed for the db-CTA (in a private channel only accessible for the chair, vice-chair and support staff)
- Keep the CTA website up to date
- Prepare PowerPoint slides to update the ARB, Divisions, Postdocs, etc.
- Contact point for Recognition & Rewards (E&W) Erkennen & Waarderen) within Amsterdam UMC. They align with the E&W project leaders of the UvA and VU and their peers of the other umcs in the Netherlands within UMCNL and the contact person for Open Science within Amsterdam UMC.

4. CTA Meetings and Governance

4.1 Frequency and Preparation time

- Frequency: Monthly 1.5 hours via MS Teams, and, if feasible, one longer annual on-site meeting. The Chair may decide for a summer break.
- Preparation time:
 - Chair and vice-Chair: ~4 to 5 hours per month
 - Members: ~4 hours per month, depending on number of dossiers
 - Support staff: ~28 hours per week.

4.2 Agenda

- The Agenda and dossiers assigned for review are uploaded in MS Teams one week in advance, after which the members are notified
- Topics scheduled are determined by the db-CTA and can consist of e.g.:
 - Requests for advice on dossiers
 - Suggestions for improvements of policy and instruments for talent and career development at Amsterdam UMC
 - Criteria for promotion as guideline for evaluation of dossiers
 - Discussion of specific topics within the scope of the CTA, for which the Deans or other guests may be invited on ad hoc basis for additional advice.

4.3 Quorum

- Chair or vice-Chair are present
- At least 50% of members (incl. Chair or vice-Chair) are present or provided written input.

4.4 Conflict of Interest

- Members recuse themselves in case of a COI and will not participate in review of a dossier when they are directly involved with a candidate (i.e. work at the same department or work in cooperation) and will leave the meeting during discussion of this candidate.

4.5 Output

- Advice letters
 - Drafted by the Support staff
 - Approved by the Chair and vice-Chair
 - Archived in MS Teams
 - Sent to the Deans via the Dean's office of the University involved in the appointment
- Minutes of the CTA meetings
- Advice documents on academic talent development within Amsterdam UMC
- MS Teams archive and folders for the meetings
- CTA website.

4.6 Communication and Reporting

- CTA advice on nominated candidates for UHD and Full Professor is communicated to the respective Dean in a letter
- There is no direct communication with candidates, Department heads, nor Division boards regarding outcomes of evaluated dossiers of candidates nominated for UHD or Professorship. The respective Dean will inform the Division and Department head who will inform the candidate
- In case of a Department head seeking preliminary advice from the CTA on the development a member of their group (who is not nominated as candidate for UHD, a Career Track or Professorship as yet), the CTA will provide advice to the Department head after discussion of the individual Portfolio. The Department head communicates this to the individual
- CTA advice on academic talent development is provided to the ARB and RvB. The RvB establishes/confirms the advice
- The CTA chair and vice-Chair have periodic meetings with the Deans (see 4.3)
- Annual or bi-annual update by the Chair of the CTA activities to the ARB (looking back and looking ahead).
- General information on processes and matters in which the CTA is involved can be requested from the Chair, vice-Chair or support staff of the CTA
- Documents relevant for the organisation as a whole, such as the Internal Regulations of the CTA, Qualification Portfolio, members in the CTA, etc. are published on the [website of the CTA](#)
- In addition, the CTA aims to provide transparency on its way of working within the organisation by, for example, the Chair joining a meeting of the Divisions, or Support staff presenting at a lunch for postdocs or other ways communication channels (webinar, newsletter).

4.7 Alignment Chairs and Deans

The Chair and vice-Chair periodically meet with the Deans to discuss topics for mutual updates and consultation. Frequency: once every one or two months. The CTA Support staff may also be invited.

5. Candidate Evaluation Process

5.1 Submission Requirements

The dossier is submitted to the CTA staff members by the Dean's office by way of uploading in the private MS Teams channel. When it is scheduled for evaluation and discussion in the CTA, the Support staff copies the document into the MS Teams channel that is accessible by the members. In case the dossier is not complete, review will be put on hold until all information is provided.

A complete candidate dossier includes:

- A Qualification Portfolio (QP; available via the [CTA website](#), under revision), containing:
 - The overall narrative of the candidate, providing context to career choices, academic core activities and management and leadership roles. The candidate indicates their main Profile and additional profile(s)
 - Qualitative and quantitative evidence of their achievements and activities
 - A complete publication list (or link to their Pure profile)
 - The vision of the candidate on how to develop their line of work within Amsterdam UMC in the future, and in case of Professorship, accompanied by a 5-year workplan
- Letters in line with the procedures on K2 (for guidelines, see the slides on the [CTA website](#)):
 - A letter from the Department Head clarifying why this person is nominated for a career step and why now, and how the appointment fits the larger picture of strategy of the Department and Amsterdam UMC
 - A letter from the Division the intended appointment will resort under
 - A letter from the Research Institute; or in case of an Educational Profile, from the vice-Dean for Education concerning how this person fits within the strategy of the Research Institute or the Teaching & Learning Centre of the respective Faculty
- Proof that the BKO qualification has been obtained
- In case of nomination for Full Professor: the 5-year workplan.

5.2 Review process

The CTA formulates its independent advice as follows:

- Each dossier is assigned for in-depth review to four CTA members by the Support staff; a member with an Education profile is assigned the dossier for an educational perspective
- Members for review are selected based on absence of a conflict of interest
- CTA members may be assigned more than one dossier per CTA meeting
- Members send written input to cta@amsterdamumc.nl one week prior to the meeting
- In specific cases, to be determined by the Chair, additional CTA members or experts external to the CTA may be consulted for additional review
- The dossier is discussed in the plenary CTA meetings:
 - The Chair summarizes the input of the reviewers and the plenary discussion and formulates a well-considered advice
 - The advice can either be a. positive; or b. positive with suggestions to encourage further development on certain aspects before the Deans decide on promotion; or c. negative.
 - In case the members consent, a formal advice letter is drawn up by the Support staff and, after approval by the chairs, sent to the Dean via the Dean's office.
 - In case the reviewers do not consent and/or the CTA is indecisive, e.g. because of missing information, the dossier will be scheduled again for the next CTA meeting. Additional information may be requested from the Dean's office.

- The re-evaluation process will then be as follows:
 - The four original reviewers will review the dossier in-depth again in light of the plenary discussion and (if applicable) additional information
 - Two additional reviewers are assigned the dossier for a fresh in-depth view
 - All members are asked to take a short look at the dossier for the plenary discussion
 - In specific cases, to be determined by the Chair, additional CTA members or experts external to the CTA may be consulted
 - When a balanced opinion is reached after re-discussion (see above), a formal advice letter is drawn up and, after approval by the chairs, sent to the Dean's office.

5.3 Decision handling

- If a dossier is incomplete, additional information is requested from the Dean's office by the Support staff and evaluation of the dossier is postponed
- If the discussion is inconclusive on the advice to provide, the dossier may be rescheduled
- There is no complaint procedure for dossiers in place, as the CTA provides advice but does not decide. The Deans may request re-evaluation (e.g. after consultation of the Division or Department head) when they consider the advice incorrect. The Deans ultimately decide on how to proceed with the nomination procedure
- If the Dean derogates from the CTA advice, the Chair or db-CTA is informed in writing on how they proceed with the nomination for promotion.

6 Continuous Improvement

- The Internal Regulations of the CTA and policy advice are updated periodically and submitted to the RvB for approval/establishment
- Updates will be implemented after approval to reflect policy changes and operational improvements
- Continuous provision of information by the daily management CTA on how the CTA functions: website, presentations to e.g. the ARB, Works Council, Divisions, postdocs.

7 Data protection and confidentiality

- As personal dossiers of candidates are evaluated and discussed, CTA membership requires utmost confidentiality of all members and Support staff
- The CTA (Chair, vice-Chair and members) will not communicate on, nor discuss, advice on individual dossiers for UHD, Career Track or Professorship with Department heads, Division boards, nor the candidate.. The respective Dean is point of contact.
- Only in case a Department head seeks preliminary advice from the CTA on the development of an individual from their group who is not nominated for UHD, Professorship or in a Career Track as yet, the CTA will provide advice to the Department head directly. The Department head will communicate with the individual
- All members and Support staff are aware that the CTA procedures should be compliant with the GDPR (General Data Protection Regulation) and AVG (Uitvoeringswet Algemene Verordening Gegevensbescherming)
- Individual Portfolios of candidates will be kept on file in MS Teams only for the purpose of evaluation by the CTA and will be deleted one year after evaluation
- The advice letters will remain archived as these do not contain personal information apart from name and work details.

Appendix: Recruitment and Appointment of CTA Members

To safeguard continuity of experience with evaluation of dossiers and broad and balanced representation of different kinds of expertise within the CTA, timely recruitment of new members is important. See the Internal Regulations for a specification of the roles and profiles of CTA members.

1. Principles

The principles concerning recruitment of CTA members aims to ensure:

- Broad and balanced expertise in the committee
- Diversity in perspectives and backgrounds
- Continuity of experience
- Balanced representation concerning:
 - VU and UvA
 - Research Institutes
 - Institutes of Education
 - Expertise on the four career profiles
 - Diversity in content expertise (e.g. academic field)
 - Members in different academic career stages within Amsterdam UMC.

2. Recruitment Channels

In line with the aim for transparency of appointment procedures and increased visibility of the CTA, a wide call is issued to source candidates through:

- Current and retreating CTA members
- Deans and vice-Deans
- Amsterdam Research Board
- Research institute directors and their policy advisors
- Teaching & Learning Centres Faculty of Medicine UvA and VU
- Division heads
- Optional: Department heads, open calls (intranet, newsletters), targeted profile searches, self-nomination.

3. Selection and Appointment Process

1. Suggested candidates will be placed on a longlist
2. Initial screening by db-CTA
3. Shortlist by db-CTA
4. Choice whom to approach by Chair and vice-Chair CTA
5. Approaching of candidates concerning availability by db-CTA member
6. Shortlisted candidates are optionally requested to submit their motivation and profile (1 A4)
7. Alignment of available candidates with Deans
8. In case positive response, nomination new member(s) to the RvB
9. After confirmation, formal appointment letter from RvB
10. Onboarding of new member(s) by db-CTA
11. Invitation to CTA meetings
12. The new member will be assigned dossiers after attendance of at least one CTA meeting.