

Table of contents

Table of contents	1
General instruction	2
Personal Information	4
Ancillary activities	4
1. Self-reflection on academic profile	5
2. Basic academic activities	7
3. Career-specific activities	9

General instruction

The Assessment Portfolio for professors is the implementation of the VU policy framework [Academic career paths](#) and part of the VU Professorship Policy.

The assessment portfolio consists of the following components (see also Table 1):

1. Self-reflection: personal leadership, contribution to team(s), academic leadership and management including reflection on peer review (360 degree feedback) of colleagues, supervisors in research and teaching and students on the applicant's contribution to science and positive collaboration according to the Art of Engagement;
2. Basic academic activities in the domains of research, teaching and impact;
3. Career-specific activities in education, research and impact.

The assessment portfolio typically has an assessment period covering the past 3 to 5 years with a future vision and is prepared by the prospective professor. In doing so, each prospective professor chooses items from career-specific activities that demonstrate academic excellence, depending on where the career emphasis has been over the past period.

The entire portfolio is composed of a mix of quantitative and qualitative indicators (evidence-based portfolio). Guidelines for the quantitative indicators are determined at the faculty/discipline level.

Table 1: overview of assessment portfolio components

1. Self-reflection on academic profile		
• Personal leadership • Contribution to team(s) • Academic leadership • Management • Includes peer review (360 degree feedback)		
2. The basic academic activities		
A. Education	B. Research	A. Impact
• educational activities • Supervising graduate students/internships	• output, including publications • supervising doctoral students	• one of the impact activities as below.
3. Career-specific activities		
A. Education	B. Research	C. Impact
Examples: • Educational design and innovation • Educational coordination and management • Educational Products • Marks of recognition	Examples: • Research coordination and management • Use of research products • Recruitment of research resources • Marks of recognition	Examples: • Postgraduate education / life-long development • Public debate and dialogue • Co-creation of science and society • Contract Research • Public-private partnership • Innovations for (professional) practice • Entrepreneurship and intellectual property

Personal Information

Name	
Date of birth	
Gender	<i>m/f/x</i>
Faculty	
Department	
Research Institute	<i>if applicable</i>
FTE	
Focus Profile	Indicate what your focus profile is (teaching, research or impact)
Current time commitment to: <i>faculty directive</i>	
Education	<i>Estimated percentage of time</i>
Research	<i>Estimated percentage of time</i>
Impact	<i>Estimated percentage of time (if more than 20%)</i>
Management	<i>Estimated percentage of time (if more than 20%)</i>
Otherwise	<i>Namely ... and estimated percentage of time (if more than 20%)</i>

Ancillary activities

List your ancillary activities here.

Endowed professors also list ancillary activities. An endowed professor always has a main position elsewhere and is not employed by VU. In this sense, there is always ancillary work from the VU perspective.

Please note that ancillary activities require permission from the supervisor and are published in accordance with the Dutch Code of Conduct for Scientific Integrity. For more information and registration, see [link](#).

Name of the entity(ies) for which you perform ancillary work	Nature of ancillary activities:

1. Self-reflection on academic profile

Personal development	
Mandatory training	Date/Year
PhD	
Recognizing social safety	
UTQ	
Supervising PhD Candidates	
Leadership and Management Development	
Optional training, complete only if applicable: <i>For example: SKO, LOL, BKE, SKE, Building Strong Teams in Education, Mixed classroom, Training Impact, Strategic Management etc.</i>	

Contribution to team(s)	
<i>Name the key team(s) in which you participate and what your role in them is.</i>	
Team(s)	Role

Leadership and management experience		
Leadership and management experience	Number	Directive faculty
Number of persons managed (and type of positions)		
Number of years of experience as committee chairperson		
Number of years of experience as a committee member		
Leadership roles (e.g. training director etc.)		

Administrative roles

Describe key governance roles here.

Administrative role(s)	Period (mm-yyyy)	Directive faculty
...		

Self-reflection on personal leadership, contribution to team(s), academic leadership, management

Self-reflection on personal development over the past 3-5 years (in 500-1000 words).

Include in this peer review (360 degree) feedback from colleagues, research and teaching leaders and students on both content and contribution to good collaboration according to the Art of Engagement. How the 360-degree feedback is conducted is up to the faculty. More information can be found [here](#).

Also included herein is the contribution to the (international) (academic) community with a reflection on, for example:

- *personal leadership, contribution to team(s) and academic leadership*
- *management*
- *open science*
- *social safety*
- *scientific integrity*

2. Basic academic activities

A. Education

Vision of education
<i>Vision for education (max. 500 words)</i>

Education Deployment		
Total EC per year of courses:		<i>Directive faculty</i>
Number of years of teaching experience:		<i>Directive faculty</i>

Number of supervised graduate students in the past 5 years		
Bachelor:		<i>Directive faculty</i>
Master:		<i>Directive faculty</i>

Educational design and innovation			
<i>Name the major subjects / curriculums / curricula to which you have contributed.</i>			
Title of subject/curriculum/minor	Year	Target <i>Ba, Ma,</i>	<i>Directive faculty</i>

B. Research

Vision of research

Vision for research (max. 500 words)

Research products

Number of research products in the past five years

Number

Directive faculty

Relevant research products to be completed by faculty

Research product

Description and notes (annotated list).

List the most important research products of the past 5-10 years.

Supervision of PhD Candidates/junior researchers

Name

Start-End (mm-yyyy)

Role

(e.g. 1st/2nd promoter, co-promoter)

C. Impact

Under Career Specific Activities in Section C Impact, enter one activity.

Vision of impact
<i>Vision for impact (max. 500 words)</i>

3. Career-specific activities

A. Education

Complete this Education paragraph only if applicable within the profile

Educational coordination and management <i>List the main formal roles in the educational organization that you have held</i>			
Committee / working group / name	Role	Period (mm- yyyy)	Directive faculty

Educational Products <i>List the most important educational products you have accomplished in the past five years</i>		
Educational Products <i>Title, publisher, eLearning platform</i>	Role description and explanation (annotated list) <i>e.g. first or last author, co-author, editor, etc.</i>	Year

Marks of recognition in the field of education <i>Provide an annotated description of the most significant expressions of recognition for education over the past five years.</i>		
Recognition for education	Title and description	Year

B. Research

Complete this Research paragraph only if applicable within the profile.

Academic roles in research coordination and management			
<i>List the major formal roles in the research organization and discipline that you have held.</i>			
Committee/working group/magazine etc.	Role description	Period (mm-yyyy)	Guideline faculty (in years)

Peer use of research products		
<i>List key research products that are visibly used by peers/peers. Use is often, but not always, indicated by references/citations.</i>		
Research product	Use measured by...	Directive faculty

Recruitment of research resources				
<i>Non-awarded but highly rated grants may also be entered here</i>				
Total grants in # and k€.		Directive faculty in # and k€:		
Project	Financier/Grantor	Awarded (in k€)	Year of award	RoI (Principal Investigator, Applicant or Co-applicant, work package leader)

Marks of recognition in the field of research		
<i>Provide an annotated description of the most significant expressions of recognition in the field of research over the past five years.</i>		
Recognition for research	Title and description	Year

C. Impact

Complete this Impact section only if applicable within the profile. There are several ways impact can be realized through educational activities, science communication, collaboration or entrepreneurship, fill in what applies to you. You can leave the remaining fields blank.

Impact through post-graduate education/life-long development

Provide an annotated description of the major educational activities through which impact has been realized.

Post academic teaching	Description and notes (annotated list).

Impact through public debate and dialogue

Provide an annotated description of the main activities that contributed to the public debate through which knowledge was transferred to a wide audience

Public debate via	Description and notes (annotated list).

Impact through co-creation of science and society

Provide an annotated description of key co-creation projects with community partners that have achieved impact to society over the past five years.

Co-creation projects	Description and explanation (annotated list)

Impact through contract research

Provide an annotated description of key projects commissioned by community partners that have achieved impact to society over the past five years.

Contract Research	Description and notes (annotated list).

Impact through public-private partnerships

Provide an annotated description of the main forms of collaboration with private partners through which impact to society has been realized in the past five years.

Social cooperation /command	Description and notes (annotated list).

Innovations for (professional) practice

Provide an annotated description of the major innovations that have achieved impact to society over the past five years.

Innovations	Description and notes (annotated list).

Impact through entrepreneurship and intellectual property (IP)

Provide an annotated description of the major entrepreneurial activities through which impact to society has been realized over the past five years.

Entrepreneurship	Description and notes including # and date (annotated list)

Marks of recognition for impact

Provide an annotated description of the most significant expressions of recognition for social impact over the past five years.

Recognition for social impact	Title and description	Place and date/period