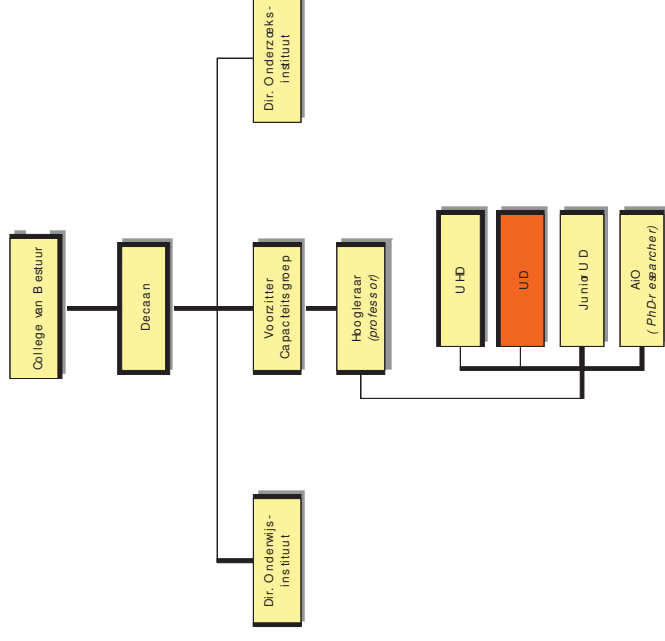


Universitair Docent (UD)

Aim

To develop and provide allocated cohesive academic curriculum components, based on the faculty curriculum and in line with the societal requirements, thus enabling students to meet the objectives associated with the attainment targets of these curriculum components in terms of knowledge, understanding, skills, competence and attitude.

To gain, carry out and disseminate scientific research, following consultation with the Hoogleraar of the chair and in line with the department plan, with the aim of contributing to the development and application of scientific knowledge and understanding in a field of research and to valorise this for the benefit of science, society and –if possible – of public authorities, business and industry.



TARGET AREAS			
Core Activity	Scope	Result	Activities
1. Educational Development			
To specify the learning objectives of a curriculum component	Faculty curriculum Cohesion with other components in the curriculum Learning objectives students have to achieve	Content, teaching methods, testing method(s) and composition of allotted curriculum components	<ul style="list-style-type: none"> Keep up to date on relevant national and international developments in own field of education Analyse the societal needs and the learning requirements of students Select relevant literature and teaching methods Formulate teaching material and assignments or adjust established material
2. Teaching Process			
To prepare and implement allocated curriculum components which dovetail with societal needs and the requirements of students	Faculty curriculum Specified study load Norms and attainment targets	Achievement of the curriculum objectives set with regard to students' knowledge, understanding, competence, skills and attitude	<ul style="list-style-type: none"> Integrate research results into teaching Prepare and hold programme meetings for students, provide potential students with information Create the right conditions for the learning process by applying specific teaching methods Supervise and coach students in the learning process during programme meetings Supervise and assess students' work placement assignments and final projects and theses
3. Testing			
To test academic achievement, using assessment methods developed and / or approved by the Teaching Institute for this purpose	Established norms for the faculty curriculum	An objective assessment of the extent to which the student has attained the required level	<ul style="list-style-type: none"> Formulate interim and final examination questions Hold both oral and written interim and / or final examinations Assess interim / final examinations and award marks
4. Curriculum Evaluation			
To contribute to the evaluation of the framework and implementation of curriculum components, and formulate proposals with regard to possible improvements in the teaching methods and / or content of these curriculum components	Established quality criteria, content and objectives in the faculty curriculum	Enabling students to attain the course objectives more effectively	<ul style="list-style-type: none"> Evaluate and, if necessary, adjust own curriculum components Take part in internal working groups and discussions on curriculum evaluations Analyse how course components are given with students and Docenten Contribute towards evaluation reports about the framework and implementation of the curriculum or parts of it Provide information to programme review committees
5. Acquisition of Contract Research and Contract Teaching (variant)			
To write or assist in writing research and /or teaching proposals to be approved by the Hoogleraar	The department's research programme and curriculum and the quality requirements of the commissioning bodies	Contribution towards contracting partners and financiers for substantive and financial participation	<ul style="list-style-type: none"> Contribute to the development of non-initial degree programmes Draw attention to relevant developments and potential opportunities in the field of education and research Report to the commissioning body on performance and results Develop and maintain contact with the influential Onderzoekers and financiers of research and teaching activities Acquire subsidies and apply for external funding

6. Research Co-ordination			
To co-ordinate and monitor the progress of one's own research	Individual research plan	Achievement of aims of the research plan	<ul style="list-style-type: none"> Bring own research into line with other research or research components Give assignments and work instructions to academic and research staff Monitor progress and quality of the work on assignments delegated to academic and research support staff
7. Research Process			
To collect, analyse and interpret research data	Research plan Scientific criteria Protocols	The research problem is defined	<ul style="list-style-type: none"> Formulate a research plan Verify the definition of the problem and the working hypotheses with the Hoogleraar or Universitair Hoofddocent (UHD) Study the literature, attend symposia and congresses and hold discussions with experts on the subject matter Formulate the definition of the problem, working hypotheses and specify the research data required, the research method and target groups Exchange knowledge with national and international fellow-Onderzoekers and experts in the subject matter Ensure the scientific integrity of the research
8. Publication of Research			
To publicise the research results	In consultation with fellow authors Criteria for the medium chosen for the publication of the research results	Colleagues are informed about acquired knowledge and insights Feedback is received on the acquired knowledge and insights and the position of the area of knowledge is improved	<ul style="list-style-type: none"> Write articles for publication in recognised scientific journals and specialist journals Write conference papers and give lectures at conferences Give presentations to external organisations Make adjustments to the published articles following comments from reviewers and fellow-Onderzoekers
9. Supervising Students			
To supervise students, including the assessment of their work and progress		Students are given the opportunity to complete the assignments within the set time	<ul style="list-style-type: none"> Discuss possible assignments with students Discuss plans, implementation and progress of the assignments with the students Assess the students' assignment and submit it to the Board of Examiners
10. Supervising Promovendi			
To supervise Promovendi in the content of their thesis work and its progress by acting as co-supervisor	Following consultation with the doctoral thesis supervisor	Contribution to high-quality research Promovendi are able to complete their theses in good time	<ul style="list-style-type: none"> Inform Promovendi about possible doctorate thesis subjects Discuss progress of research or research components with Promovendi Assist in assessing Promovendi's theses Provide input to the doctoral thesis supervisor to help in assessing the Promovendi Supervise Promovendi in preparing and jointly teaching a curriculum component and give feedback
11. Patient Care			
To formulate a treatment plan and have it carried out (specialist dental care, specialist veterinary care)	Following referral by an external practitioner (dentist, veterinary surgeon)	Development of treatment skills and / or improvement of patient's health	<ul style="list-style-type: none"> Supervise trainee specialists / dentists with regard to their patient care tasks in the relevant research field Take care of implementing and evaluating procedures considered suitable for diagnostics and / or treatment Provide care Take part in or lead patient discussions Keep medical reports up to date

12. Management of Equipment and Laboratories			
To manage equipment and / or laboratories	Allocated budget	Resources and facilities needed for carrying out research	<ul style="list-style-type: none"> Consult and verify with the Director of Operations or the Director of the Research Institute Formulate an investment proposal Responsible for cleaning, maintenance and timely replacement of the equipment
13. Valorisation			
Make use of various media to valorise the departments' knowledge for the benefit of other disciplines, society and, if possible, to business, industry and public authorities	University policy Faculty policy	Scientific knowledge that is clear, understandable and applicable for a wide audience, as well as contributing to the societal position of the department	<ul style="list-style-type: none"> Maintain networks for the valorisation of knowledge and understanding Contribute to current social discussion from the perspective of own area of expertise Give lectures and interviews to various media
14. Working Groups and Committees			
To take part in and /or chair committees and / or working groups, as well as perform allocated executive and administrative tasks.	Faculty policy	Contribution to the development of the faculty	<ul style="list-style-type: none"> Prepare topics to be discussed in working groups and / or committees Take part in committee meetings and working group meetings Work out the details of certain topics in preparation for subsequent meetings Keep staff informed of matters discussed in the working groups

Classification Criteria for Universitair Docent (UD)

Job grade Classification Criteria	UD 1	UD 2
Teaching	Teaches previously developed course components. Takes care of periodical maintenance of the allocated course components. Draws attention to opportunities for improving the allocated course components.	Teaches previously developed components.
Research	Conducts independent research for the benefit of science, society and, if possible, of public authorities, business and industry Contributes to obtaining indirect and contract funds. Supervises academic staff with regard to the content of their research.	Conducts research based on a previously defined and approved research proposal for the benefit of science, society and, if possible, of public authorities, business and industry
Organisation	Chairs working groups, committees and / or project teams in the department.	Takes part in working groups, committees and / or project teams in the department.

Minimum achievement requirements UD

- UD2 meets at least two out of three criteria as described for UD2
- UD1 meets at least two out of three criteria as described for UD1