

GUIDELINES CURRICULUM COMMITTEES: SUCCESSION & TRANSFER

The end of the academic year is approaching, and it is time to start looking for new committee members for the upcoming academic year! But how does a recruitment and application process work, and what do you need to consider? In this guide, we list a number of points of attention concerning the organisation of recruitment and selection, and give tips on how to make the transfer go smoothly.

Searching for succession and transfer: what are the frameworks?

The first step when looking for successors, is to know what frameworks you have to work with, as laid down for example in the *Higher Education and Research Act (WHW)* and in university and faculty regulations.

All teachers and students of the programme can apply for the CC. **The current CC have the responsibility for the recruitment and selection of new members.** Formally, new CC members are appointed by the dean, on the recommendation of the head of the department.

CCs are themselves responsible for transferring information to and training the new student members. The director of education and education coordinator of the department can help the CC with this: so ask for help if needed! A number of tools are also offered from the faculty to facilitate the transfer. For example, an **CC handbook** has been prepared, containing all the information you need during an CC year. The faculty also organises an **information evening** at the beginning of the academic year. This meeting aims to inform all members of the curriculum committees about their tasks and responsibilities, which helps them prepare for the start of the academic year. During this meeting, they are informed about the important themes that will be a focus point during that year, they have the opportunity to meet members of other CCs and various workshops are organised.



Tip: the [student website](#) has answers to frequently asked questions that can help you in your year as a curriculum committee member.

During the first meeting of the new academic year, the new CC will jointly elect a chair and a vice-chair. Both students and teachers can be chairperson. If the chair is a teacher, the vice-chair must be a student, and vice versa. You also establish rules of procedure at the first meeting: what agreements do you make with your fellow CC members? The new chair will take care of this.

Recruitment and selection

The time has come: selecting new candidates for the CC can begin! As the current student section, make sure you are involved in selecting new student members. In consultation with the chair, agree on how to process is organised. It is important to ensure a fair and accessible recruitment and selection procedure. Below are a number of steps you can take to facilitate a good approach.



Tip: establish a timeframe. When do you start looking for new members, when do the applications take place, when is the transfer moment? This creates a clear process.

Step 1: Make sure you know what you are looking for in candidates

Draft an inclusive vacancy text: how do you make all students feel addressed? Think about inclusive language, be concrete and connect with the candidates. Clearly state what the role of a CC member entails and what comes with it (e.g. time commitment, board grant, etc.). That way, expectations are clear.



Tip: consider a construction where at least one CC member always remains in place and can pass on their knowledge and experience to the new members. That way, the new CC members never have to reinvent the wheel.

Step 2: Spread the word!

Make sure students know you are looking for successors and let them know how to apply. Think about which channels you use for your recruitment so you can make sure you reach all students. For example, distribute the vacancy by email as well as during seminars/via a WhatsApp group/blackboard/etc.



Tip: ask the programme coordinator to help distribute the vacancy, e.g. via an email to all students or a post on blackboard.



Tip: ask the study association/foundation to help spread the word about the vacancy, for example by sharing it on their Instagram or in their WhatsApp group(s).

Step 3: The application process

Ask interested students to send in a letter of motivation and possibly a CV, and invite the candidates for an interview with the current student members. It is up to you to decide how formal you set up this conversation/interview. Make sure the interview is fair: assess candidates based on predefined criteria - not on feelings - and ask everyone the same questions. Always keep reflecting critically on the entire process to ensure it is fair, transparent and accessible.



Tip: While making your choice, also pay attention to the representation of different study year, directions/tracks, etc. of the programme.

What if you are in the CC of a one-year master programme? Selecting new student members is not yet possible. Therefore, make clear agreements before the summer how this will be arranged and who will be responsible (and whether a student will remain involved). Make sure you have a procedure: this way the process can be started by the other members after the summer. It is extra important for CCs of one-year master programmes to ensure a good transfer document.

Core principles of the recruitment and selection procedure

- 1) Don't discriminate: judge by suitability
- 2) Be honest and transparent: expectation management is essential
- 3) Be aware of biases and (unconscious) bias

Transfer

The current CC members are responsible for preparing the new members. Below are some ways to make the handover go smoothly and keep the new members well-informed



Tip: point your successors to the Faculty of Humanities' [CC handbook](#) with all the information they may need. Also take a look at the [CC guide](#) [Dutch].

Step 1: Create a transfer document for your CC specifically

Or update the existing document. Matters that could be mentioned in it:

- What is the course of action at your CC?
- What does the annual schedule roughly look like, and what do you need to consider when?
- Who are you working with? Make a face/address book: who is who (and what do they do)? Consider the programme coordinator, study advisor, education director and departmental assessor.
- What were important agenda items this year? What should the new CC pay extra attention to? (Consider, for example, a course that had been negatively evaluated).
- What activities or projects have you organised?
- What was discussed during the curriculum dialogue (*onderwijsgesprek*) and what (ongoing) actions resulted from it?

Step 2: Schedule a joint meeting with old and new CC members

This will allow you to get acquainted and show them the proceedings. Go through the CC handbook and your handover document and make sure they ask all their questions. Also discuss the **rights and obligations of the CC/representative body**, so that your successors are well prepared for the new year!



Tip: Are your successors announced early on? Then take them with you to the last CC meeting, so they can have a look around and see what your programme's CC is like.

Step 3: Make sure information is accessible

Creating an **archive** ensures that new CC members have access to important information. The CC's archive includes the minutes of all meetings in previous years; often this is done on MS Teams or on UU's O-drive. On the archive (for student members) you can store the following documents:

- Annual plan and annual reports of the previous student sections of the CC;
- CC Rules of Procedure, Faculty Regulations and further applicable regulations;
- Established agreements and commitments of the past years;
- Updated lists of contact details of key contact persons;
- Information and transfer documents, including at least the CC handbook and the programme-specific transfer document (and, for example, this document);
- Empty course evaluation document.

We hope this guide will give you tools to get started on succession and transfer. Do you still have questions? If so, please contact the assessor in your department to help you further.

Contact details departmental assessors

- ✉ Philosophy and Religious Studies: FenR_Departementsassessor.gw@uu.nl
- ✉ History and Art History: GKG_Departementsassessor.gw@uu.nl
- ✉ Media and Culture Studies: MCW_Departementsassessor.gw@uu.nl
- ✉ Languages, Literature and Communication: TLC_Departementsassessor.gw@uu.nl

Of for more information, see:

HANDBOOK CURRICULUM COMMITTEES



CURRICULUM COMMITTEES HUMANITIES



STUDENT ASSESSORS HUMANITIES

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