

Competences and tasks

This worksheet shares examples of tasks and competences within the various domains. *The information can be used to fill out the profile cards.*

Education

- Standard teaching activities
- Course coordination activities: Canvas page, assessment matrix, fill-in grade information
- Grade exam questions
- Innovation in education
- Recommendation letters for students
- Apply for external funding for new education initiatives
- Recruit Teaching Assistants

Research

- Standard research activities
- Keynote lecture at an academic conference
- Activities related to Open and Responsible Science (data management plan, IRB, replication package)
- Editorial activities
- Recommendation letters for PhD students and postdoc
- Grant Acquisition for research
- Provide feedback to peers on research projects
- Seminar attendance
- Manage research projects

Engagement

- Engaged research practices, i.e., co-creation with stakeholders, citizen science
- Cooperate in research consortia (interdisciplinary or transdisciplinary research)
- Publications for wider audience (e.g. policy briefs, guidelines, popular scientific articles and books)
- Participate in contract research
- Contribute to the public debate (e.g. opinion articles, interviews, columns, podcasts)
- Participate in advisory boards, round tables, parliamentary committees to provide expert advice
- Deliver professional/executive/post-initial education/training, LLL initiatives
- Use educational places outside the campus (within the neighborhood for example)
- Establish interdisciplinary projects for students from various academic backgrounds to address societal challenges
- Participate in "Meet the professor"

Administration

Administration (e.g. drawing up an RDM plan or assessment matrix, writing reference letters, project administration for awarded grants) is part of the other domains and not a separate one within a profile.

Leadership

Leadership in the (academic) workplace goes beyond management. It involves inspiring, influencing and motivating others towards a common vision and achieving organizational objectives through effective communication, delegation and decision-making within a professional academic context.

Example activities:

- Guide and mentor junior colleagues
- Advocate for their field
- Connect team members with relevant societal partners
- Foster innovation within their department/section and cross departmental, encourages cooperation and cohesion within the School
- Take on leadership roles in professional societies or academic committees
- Promote and collaborate in diverse, inclusive, and cooperative teams

Academic managers

Academic managers strive to create excellent future-oriented education, research and engagement. Effective management involves being responsible and taking ownership. Emphasizes on implementation and operational efficiency within the academic context. And focuses on planning, organizing and coordinating (human) resources to achieve specific goals in education, research and engagement, and ensure efficient operation of academic programs, departments and institutions.

Example activities:

- Project lead: primary responsibility for overseeing the project and/or team
- Managing budgets and allocating resources
- Department director, head of research group
- Chair program committee, chair school council, chair CBBA, Director Tutor Academy, Diversity Officer, Chair Examination Committee, other working group or participatory body
- Supervisor

Citizenship

Citizenship contributions to the general functioning of the department, school, university

Example activities:

- Handle (online) organization, related to projects or assist in departmental administration
- Member (other than chair) of program committee, school council, CBBA, job market committee and other working group or participatory body
- Schedule and prepare department meetings
- Thesis coordinator
- Present during an open day
- Organize seminars, academic conferences or impact conferences

Collegiality

Collegiality is a mindset and set of behaviors that promotes a sense of community and fosters a supportive environment for education, research and engagement. Each staff member of the Schools' community is expected to refer to the spirit of cooperation, mutual respect, and collaboration among colleagues. They are expected to share knowledge and resources; provide constructive feedback on projects and other collaborations; contribute to a supportive, diverse and inclusive work environment.