

Invite

Prepare

Conduct annual

Register

Achieve

Annual consultation: consultation report

for managers of assistant professors, associate professors and full professors

The fields and questions below will help you get a clear idea of the functioning of the employee and the agreements you make.

Name of employee

Position of employee

Name of manager

Use this document for your preparation. If necessary, adjust the contents after the consultation and/or use the final field to summarise what you have discussed.

As a good consultation starts with good preparation, you will find an elaborate explanation on the webpage on [Annual consultations for managers](#). This covers both the approach to the annual consultation and practical matters.

More information about academic career paths, focus on a core domain and the annual consultation can be found on [this webpage](#).

Overall view and developments

As a manager, what is your overall view of the employee's functioning, also in the light of last year's annual consultation?

Core domains and leadership

Education

What is your view on the employee's functioning, results and development when it comes to education activities?

What activities are you agreeing for the year ahead, both in terms of duties and points for development?

Research

What would you like to say about the research activities in the past year?
What is your view of the employee's functioning, results and development?

What duties and challenges relating to research await in the year ahead?

Impact

How did things go last year when it came to achieving impact (social or otherwise)?
What do you appreciate in the employee's functioning, results and development in this area? And what are the points for development?

What agreements are you making about responsibilities and development in this area?



How have leadership, management, and training and development featured in the employee's daily work in the past period? What are some concrete ways in which the employee tackles these themes?

What aspects are important to develop for this employee?

Focus on a core domain

The webpage on [Academic career paths](#) contains background information and faculty-specific requirements.

Are agreements on a core domain with this employee desirable and possible? Yes/No and why?

If yes, which core domain are you agreeing to focus on in light of your joint responsibilities? And how will such a horizontal or vertical career step take concrete shape within the employee's full range of duties?

Please note: the manager must register the agreed core domain in the employee profile.

And

Is there anything else that is important to add?

What subjects will you discuss and what are the most important agreements to be made?