



**Assessment regulations  
University of Twente**



**UNIVERSITY OF TWENTE.**



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## Definitions

### Article 1

In these regulations the following definitions shall apply:

- a. *assessor*: is the immediate supervisor in the hierarchy. For academic staff, the assessor can be the professor or associate professor responsible for supervising members of staff, or the project leader or professor acting as project leader.
- b. *assessment advisor*: the HR advisor involved in the assessment in a process-based role.
- c. *manager*: the manager as described in the university's Executive and Management Regulations
- d. *informant*: the person who provides the assessor with factual information about the employee's job performance.
- e. *employee*: the person who has entered into an employment contract with the university, who is not a PhD candidate as intended in Article 1.1 paragraph 1 under u of the Collective Labour Agreement of Dutch Universities or an employee with an appointment based on tenure track, as intended in Article 6.6 of the Collective Labour Agreement for Dutch Universities.

## Assessment period

### Article 2

1. An assessment applies to an assessment period that spans at least six months and no more than two years.
2. At least one annual performance appraisal must be conducted during the assessment period.
3. The assessment period does not cover a period during which an assessment has already been conducted.

## Assessment time

### Article 3

An assessment is performed:

- a. if the intention is to promote the employee in a preliminary salary scale to a salary scale fitting for the position.
- b. at the request of the immediate supervisor;
- c. at the request of the employee involved, however in principle no more than once every two years.

## Assessor/informants

### Article 4

1. The assessor is the individual who is fully or partly responsible for evaluating the performance of the employee in question.
2. Prior to the assessment interview, the assessor has the option of consulting informants. In the event that the assessor uses informants, their names will be included on the assessment form. The employee has the option of submitting names of possible informants. The assessor will decide whether or not to consult these informants.

## Draft preliminary assessment

### Article 5

1. The assessor drafts a preliminary assessment.
2. The assessment will be based on the tasks associated with the employee's role and job classification. Agreements made during the annual performance appraisal may also be part of the assessment.
3. In drafting the preliminary assessment, the assessor uses the results areas with core activities that follow from the University Job Profile that applies to the employee and the associated competences. Requirements that the employee is not aware of and therefore could not comply with through no fault of their own are not to be considered.
4. In the event that the duties actually performed by the employee deviate from the work as intended in Article 2, then the assessor will include this information on the assessment form.
5. The employee will receive a copy of the preliminary assessment as soon as possible but no later than two weeks before the assessment interview as intended in Article 6 will take place.

## **Assessment interview**

### Article 6

1. The assessor discusses the preliminary assessment with the employee, in the presence of the assessment advisor.
2. As a result of the assessment interview, the assessor may make adjustments to the preliminary assessment.
3. The assessor is required to write a summary on the assessment form within two weeks of the assessment interview. Any agreements that have been made between the assessor and the employee following the interview will also be recorded on the assessment form.
4. The employee is required to sign off on the assessment form within two weeks of receiving the summary of the assessment interview, even in the event that the employee does not agree with the contents of the summary.

## **Finalizing the assessment**

### Article 7

1. After the employee has signed off on the assessment form, the assessor will finalize the assessment with a signature.
2. The employee's manager will receive a copy of the finalized assessment.

## **Response**

### Article 8

1. In the event that the employee disagrees with the assessment, he or she may submit a substantiated written response to the manager within two weeks of receipt of the assessment as intended in Article 7, paragraph 2. This period may be extended by two weeks.
2. Employees who have submitted a written response will be given a hearing with the manager to explain their position.
3. The manager is to reach a decision within four weeks of receiving the notice of objection. After consulting the assessor and the assessment advisor the manager will make a final decision.
4. The manager informs the employee in writing of any changes he or she has made to the assessment form. The manager will then finalize the updated assessment.
5. In the event that he does not or does not completely agree with the substantiated response submitted by the employee, the manager will state reasons. The assessment will not be adjusted in this case.
6. The manager as the finalizer - as intended in this article - cannot also serve as the assessor. In the event that the manager is the assessor then the Executive Board may decide to appoint another finalizer of the assessment.

## **Transitional provisions**

### Article 9

1. Assessments that have been drawn up before the date mentioned in article 10, paragraph 4, will be finalized based on the 1996 University of Twente Assessment Regulations (*"Beoordelingsvoorschrift Universiteit Twente 1996"*).

## **Concluding provisions**

### Article 10

1. As determined in the University Job Classification scheme of the University of Twente, only the manager has the power to determine or alter job classifications (at the request of the employee or otherwise).
2. In exceptional cases the Executive Board of the University of Twente may decide to deviate from this provision.
3. In cases where these regulations do not provide for or that have a manifestly unreasonable effect, the Director of Human Resources will decide on behalf of the Executive Board.
4. These regulations are known as the University of Twente Assessment Regulations and enter into force on 31 December 2019.

## **Explanatory notes to the University of Twente Assessment Regulations**

These assessment regulations apply to all University of Twente employees with the exception of the following employee category:

- Members of staff who are PhD candidates. Separate assessment regulations apply to this category and are included in the statute for doctoral candidates and the statute for PDEng.
- Employees with an employment contract based on tenure track, as intended in Article 6.6 of the Collective Labour Agreement for Dutch Universities. Separate assessment regulations apply for these members of staff as outlined in the 2018 Tenure Track memorandum.

*This translation is meant as a service to non-Dutch speaking employees of the UT. However, in case of a difference of interpretation, these translations cannot be used for legal purposes. In those cases the Dutch text is binding.*