UNIVERSITEIT
GENT

ZAP Integration text professorial staff for Jane Doe

Employee information

Last Name	Doe	Faculty/CA	PP - Psychologie en Pedagogische wetenschappen
First Name	Jane	Department	PP08 - Psychoanalyse en Raadplegingspsychologie
Job title	docent		

Grade

Indicate your grade related to this integration text.

Grade

Details of this document

ATTENTION: 'Deadline DPO' is the deadline for the **HR committee** to approve the integration text.

As a **professorial staff member,** when you should forward the integration text to the HR committee depends on the date of the meeting with the HR committee. The chair or secretary will inform you of this date.

Originator   DPO Team Loopbaanontwikkeling (ZAP)
Review Period   01/09/2022 - 31/08/2027
Deadline DPO   28/02/2023

Explanation of this document

Each promotion cycle starts with drafting a forward-looking **integration text**. The integration text is a qualitative description of your ambitions as a professorial staff member in the coming years with regard to education, research, people management and leadership, and institutional and social engagement.

You're not supposed to include an exhaustive list of tasks or purely quantitative objectives in the integration text.

In the integration text, you indicate how you embed your own performance and functioning as a professorial staff member in the functioning and vision of the research group, department, study programme(s), faculty and university - in particular in the faculty's line of education and research, as well as in the needs and opportunities in terms of internal and external services, leadership, coaching of employees and the creation of a safe and stimulating working environment for all employees and colleagues.

For inspiration and clarification of the fields to be filled in, see:

- the **profile descriptions** of the three levels as stipulated in the regulations for professorial staff, which provide a non-exhaustive list of qualitative result areas, responsibilities and roles per sub-assignment. You do not have to include every result area or element listed there.
- the **portfolio** of education / research / people management and leadership / institutional and societal engagement via the web links as mentioned below.

If you have any questions regarding the use of this module, please see Documentation 'Evaluations' module SuccessFactors.

Explanation of other evaluation documents

Other evaluation documents of professorial staff can be found at the following locations:

- Documents created in SuccessFactors from 2020 onwards via the 'History - History of forms' button at the top right of this form.
- Documents (pdf's of integration texts, feedback reports, reflection reports, evaluation reports and remediation documents) not created in SuccessFactors in 2019 or 2020 via 'ZAP Evaluations (historical)'.
- Documents created in 2018 or earlier via the 'Functional Career Professorial Staff' tile in SAP MyApps.

Ambitions with regard to education

For inspiration and clarification, see the Portfolio of Education Dimension.

Input with regard to education

Ambitions with regard to the development of research

For inspiration and clarification, see the Portfolio of Research Dimensions.

Input with regard to the development of research

Ambitions with regard to the impact of research (academic, societal and/or economic)

For inspiration and clarification, see the Portfolio of Research Dimensions.

Input with regard to the impact of research

Ambitions regarding people management and leadership

(including creating and maintaining a safe and stimulating working environment and promoting the (psychosocial) well-being of the staff)

For inspiration and clarification, see the Portfolio of People Management and Leadership Dimensions.

Input with regard to people management and leadership

Ambitions with regard to institutional and societal engagement

For inspiration and clarification, see the Portfolio of institutional and societal engagement.

Input with regard to institutional and societal engagement

Career details

Consult relevant career details (appointment rate, language certificates, knowledge centre,...) via the 'Functional Career Professorial Staff' tile in SAP MyApps.

If applicable, describe the commitment to obtaining the necessary certificates (e.g. language certificate at CEFR level B2, C1,...)

and the way you make room for this within your tasks as a professorial staff member.

Input with regard to (language) certificates
(optional)