

ZAP Reflection report 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		

Details of this document

ATTENTION: The 'Deadline DPO' is the date on which **DPO** closes the reflection report form definitively.

As a **professorial staff member**, when you should forward the reflection report 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	01/09/2020 - 31/08/2022
Deadline DPO	31/08/2022

Explanation of this document

As a professorial staff member, you draw up a **reflection report** at the end of the evaluation period about your own performance during the past period. The reflection report is a retrospective of your achievements in research, education, people management and leadership, and institutional / social engagement, linked to your current grade.

In the reflection report, a connection is made with the integration text drawn up at the start of this period.

The reflection report is not meant to be an exhaustive list of output (e.g., publications, acquired funding and projects) or of the performed tasks and (teaching) assignments.

It is important that you state in what way you think you have distinguished yourself in your core assignments as a member of the professorial staff: indicate your most significant, most representative contributions and achievements, as well as the actions taken to ensure a safe and stimulating working environment and to promote the (psychosocial) well-being of employees and colleagues.

For inspiration and clarification of the fields to be completed, see

- The [profile descriptions](#) at the three job 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. It is not necessary to include every result area or element listed here.
- The **portfolio** on education / research / people management and leadership / institutional and social engagement to be consulted via the web links 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.

My achievements, activities and contributions with regard to education

For inspiration and clarification, see the [Portfolio of Education Dimensions](#).

Input with regard to education

My achievements, activities and contributions 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

My achievements, activities and contributions 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

My achievements, activities and contributions 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

My achievements, activities and contributions 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.

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

Input with regard to (language) certificates
(optional)

Promotion

As an assistant, associate or full professor, you can opt to refrain from promoting to the higher grade of associate, full or senior full professor, respectively, in accordance with the provisions in the [regulations for professorial staff](#).

In case you wish to decline a possible promotion, please indicate this here.

I wish to decline the promotion