

General assessment/evaluation procedure University Teaching Qualification (BKO/UKO)

Note:

- Non-numbered actions precede or follow the testing procedure.
- Italic text parts are optional, as vary depending on the choices to faculty composition and operation of the key committee.

Discussion with management/professor and handing in the portfolio

- The teacher discusses the portfolio in the context of the yearly evaluation with the professor or supervisor.
- The supervisor shall agree with the teacher about his development set in the year under discussion.
- The professor's supervisor decides (positive / negative) on the nomination of the teacher BKO and / or UKO assessment.
- If it is a positive decision, the supervisor sends a nomination letter to the review or assessment committee, declaring its opinion on the functioning of the teacher in education performance, educational development and as a member of the organization or a team of teachers.

Handing in the portfolio

1. The teacher: the portfolio plus the letter of nomination, no later than one month before the meeting of the assessment committee, is submitting by the secretary of the commission.
2. The Secretary is reviewing the portfolio: is it containing the required components.
3. The review/assessment committee is made up as agreed. (The committee consists of 2-3 members: director of the studyprogram, senior teacher, consultant of higher education)
4. The secretary is responsible for forwarding copies of the portfolio to the members of the committee.

Preparation by the review/assessment committee

5. The members of the committee read the individual portfolios for themselves and assess to what extent the teacher can demonstrate his educational competences. (Time investment: 60 to 90 minutes per portfolio). Members of the committee make notes of topics for discussion with the teacher.
 - Option: 6. To support the review committee, the external member of the committee (f. e. a staff developer) could write a pre-advice (Time investment: 90 to 120 minutes).
7. The committee has a plenary session immediately prior to the evaluation meeting with the teacher. (Time investment: 20 minutes by experienced committees).
8. The committee members share their findings.
9. The committee (discussing the pre-advice) comes to a preliminary assessment 'positive' or 'negative' or 'doubt'.
10. The committee determined the three main topics to discuss with the teacher in the portfolio assessment (criterion based interview) and assign the topics to the different members of the assessment/review committee.

Discussion and evaluation of the portfolio

11. Interview and dialogue with the teacher (Time investment: 30 minutes) in the form of a criterion based interview using the appropriate qualification profile (s) and focusing on the topics chosen and agreed on by the committee.

Opinion of the review/assessment committee to the Dean

12. The assessment/review committee is working towards consensus about the BKO/SKO to advise the Dean. The committee does not work with majority or minority opinions. (Time

investment: 15 minutes).

A positive opinion: The chairman of the committee sends the advice (letter) to the department director (or delegate it to the Secretary). The chairman of the review/assessment committee informs the teacher of the advice.

A negative recommendation: The committee is arguing negative in an advice (letter), send it to the faculty director, the professor and informs the teacher.

When in doubt: The committee formulates an advice and what the teacher has yet to prove. The teacher decides when he/she shall hand in the completed portfolio again to the assessment/review committee.

13. The Secretary shall forward this letter for verification to the chairman or the members of the committee.

14. The Chairman will inform the teacher verbally of the advice.

15. The secretary is responsible for an advisory letter to the dean.

Granting BKO/UKO:

- The Dean shall, within two weeks after the review meeting, decide on the allocation of teacher competences and associated certificate. The dean differs only in exceptional circumstances and justified on the advice of the committee. The certificate is signed by the Dean, the chairman of the committee and the academic teacher.

- The certificate is awarded or sent to the teacher.

- The Dean shall inform the teacher and his supervisor/professor by letter whether or not to grant the BKO or UKO. The education director receives a copy.

- P & O registers the BKO/ UKO in the personnel file.