



Policy on the use of academic staff in study programmes

About the policy

This policy sets out the general principles and framework for the use of academic staff in courses in the Faculty of Humanities at the University of Copenhagen.

The policy is part of an effort to meet the faculty's aim to develop and offer humanities degree programmes of the highest quality. The policy should be seen in the context of the [faculty's vision](#) and [quality-assurance policy](#), as well as UCPH's educational competency profile, which will be implemented from the autumn of 2016.

Research-based study programmes

The faculty's study programmes are research-based at all levels and closely linked with active research environments, meaning that researchers are responsible for teaching and supervising the students. The content of the courses is based on up-to-date research and their aim is to ensure the closest possible links between teaching and research.

To this end, the faculty has adopted [a standard for the relationship between full- and part-time academic staff](#). This standard is monitored systematically through study programme evaluations and research matrices; see [the faculty's quality-assurance policy](#).

Planning courses and allocating full- and part-time staff

The head of department is responsible for allocating full-time academic staff resources to the courses, while the head of studies is responsible for allocating part-time academic staff within a financial framework set out by the head of department. The range of courses is organised according to the aims of the individual study programmes and individual subject elements. The study board and head of studies are together responsible for the overall allocation of full- and part-time academic staff within the given financial framework.

It is a priority for the faculty that full- and part-time academic staff are employed on the basis of their individual strengths and a common goal of ensuring the quality and relevance of our study programmes. Ideally, the range of courses should be organised in such a way that full-time academic staff teach 75% of the courses and part-time academic staff teach 25%.

The group of part-time academic staff is generally composed as follows:

- 1) External lecturers: These are academic specialists in a particular field that is not covered by the faculty's permanent teaching staff, and/or lecturers with special practical experience. These lecturers are expected to independently plan and carry out teaching and supervision at a high level. This includes giving lectures and carrying out other forms of instruction, as well as conducting examinations and other forms of assessment. External lecturers are also used as experts who can offer specialised knowledge within a given study programme's academic framework, in a course that has already been organised.
- 2) Assistant lecturers, teacher's assistants and student teachers: Lecturers/teachers in this category are mainly expected to independently perform basic teaching duties or provide supplementary teaching to assist permanent lecturers.

Involvement of part-time academic staff in the study programme's academic environment

It is important for the faculty that the part-time academic staff are integrated in the departments' academic environments and are kept informed of and as far as possible take part in the meetings, programme development activities, course development activities, social activities, etc. that the departmental management finds are relevant to them.

If necessary - and possible - the department makes office and PC/network facilities available. This decision is made by the head of department or head of studies.

Educational skills development for academic staff

Please see the [existing procedures](#) and [UCPH's guidelines](#).