



# Procedure for the quality assurance of teaching and the lecturers' teaching skills

The head of department is responsible for planning and implementing initiatives at the department level, while the dean is responsible for activities at the central faculty level.

The head of department ensures that the department allocates responsibilities and sets out objectives and methods for introducing new full- and part-time lecturers to their teaching tasks.

TEACH is responsible for developing the pedagogical skills of the faculty's teaching staff. It develops activities to improve the lecturers' teaching skills and supports the faculty's strategic initiatives in this area.

The faculty publishes all relevant requirements for applicants to academic positions in accordance with the ["Procedure for publishing information about study programmes"](#).

The faculty follows [UCPH's general pedagogical guidelines](#) and the teaching guidelines in the [job structure](#).

## Procedure

### Assessment of applicants' teaching qualifications

When appointing academic staff, the faculty is responsible for ensuring that the written assessment of the applicants takes into account their pedagogical and teaching qualifications.

For both full- and part-time academic staff, the emphasis is placed on teaching experience at various levels and on the quality of their teaching, which is evaluated on the basis of their teaching portfolios, course plans and related documentation. The head of department is responsible for ensuring that the applicants' pedagogical competences are included in the overall assessment. This is achieved by including the head of studies or another relevant person in the interview.

### **Assistant professors**

As soon as possible after they are appointed, assistant professors are encouraged to arrange with the head of department when to start their teaching and learning in higher education course.

This is a compulsory skills development course for assistant professors that involves teaching, supervision, preparatory assignments and the preparation of a teaching portfolio. Its aim is to qualify the participants for posts as associate professors. TEACH is responsible for ensuring the quality of the teaching and learning in higher education programme, mainly through continuous evaluation of the participants.

The tenure-track programme at UCPH aims to attract the most qualified and talented young researchers and lecturers. The faculty offers a [“starter kit” for tenure-track assistant professors](#).

### **Professors and associate professors**

When filling vacant associate professorship and professorship posts, the faculty requests a teaching portfolio from the applicants. This gives the applicants the opportunity to reflect on and systematically document their teaching experience and qualifications, and gives the evaluation committees a solid basis for assessing them.

The faculty’s requirements for teaching portfolios follow UCPH’s [joint procedure](#) and are published on the faculty website alongside the vacancies. The documentation requirements are adapted to the specific vacancies.

Teaching portfolios must be attached to applications for academic posts, including those from applicants abroad. However, teaching portfolios are only used for positions that involve teaching duties.

### **Other academic members of staff, including part-time academic staff**

Other members of staff who teach - such as PhD fellows, research assistants, assistant lecturers and external lecturers - can also participate in the faculty’s pedagogical/didactic activities.

Part-time academic staff can take part in a special practical course in university teaching as required. TEACH offers this course in the form of two three-hour workshops that are held one month apart. The course includes ideas for teaching activities that motivate students, types of feedback and other teaching tools to help part-time lecturers. In the period between the two workshops, participants are given the opportunity to participate in an ongoing dialogue with permanent lecturers or educational consultants. This course is part of the preparation process for teaching courses in the Faculty of Humanities.

### **Developing academic and teaching qualifications**

Active researchers involved in international research collaborations and conferences provide the bulk of the teaching in the faculty. One way in which lecturers’ academic qualifications are evaluated and ensured is through the annual performance and development reviews (MUS), which cover their research affiliations as well as their pedagogical and didactic training.

## **Quality standards**

### **Teaching skills development**

All assistant professors must complete the teaching and learning in higher education programme within three years of their appointment.

The faculty also offers other courses, activities and workshops for new and experienced lecturers, e.g. courses on engaging in constructive academic dialogue with colleagues. At the annual performance and development review, the head of department or head of studies decides what kinds of courses or activities may be appropriate for the individual lecturer.

### **Improving academic qualifications**

Lecturers' academic qualifications and research affiliations are evaluated in the annual performance and development reviews.

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