Application procedure for assessment of teaching excellence

Applications to be addressed to: The Teaching Academy
Faculty Office
Faculty of Social Sciences
Contact person: Ursula Egidius

Applications must include: Teaching portfolio
Curriculum vitae
Recommendation from head of department
Certificate of completed discussions with two colleagues

Teaching portfolio
A teaching portfolio is a personal document that provides a concrete and comprehensive picture of the lecturer's development in teaching and skills in teaching, development work and leadership. The purpose of the portfolio is to show, in combination with the lecturer's CV, that the lecturer meets the criteria for teaching excellence laid down by the faculty. In the portfolio, the lecturer reflects on his or her view of the relationship between teaching and learning on the basis of his or her experience and knowledge of students' learning. In the encounter between proven experience and ideas about learning, the portfolio helps to shape and express the lecturer's 'teaching philosophy'. The portfolio is also to contain practical examples from the lecturer's teaching practice. The lecturer makes a selection based on some relevant themes, which are related to the teaching philosophy and the faculty's criteria for teaching excellence. The lecturer should give reasons for his or her choice of themes and demonstrate how these can be illustrated using examples from his or her own work.

This type of thematic presentation, accompanied by examples, can take many different forms. For example, it could be based on the lecturer's different roles; it could be problem-oriented with reference to some fundamental problems in teaching; it could be case-oriented and focus on reflection based on some practical case studies; it could be chronological, based on the lecturer's own professional development over time; it could focus on some key ideas in the theory of students' learning; or it could be based directly on different criteria for teaching excellence. In addition, the portfolio could combine these and a number of other thematic principles.

The teaching portfolio is to be presented in well-structured, running text and should be 5 000–7 000 words in length. The details given in the portfolio of the lecturer's teaching experience should preferably be supported by references to the lecturer's CV. The lecturer may also append documents that support examples of teaching practice mentioned in the portfolio.
Curriculum vitae
The lecturer's CV should be put together in such a way that an external assessor would be able to gain a clear picture of the lecturer's teaching experience. Such experience could be from teaching (extent, breadth, form, summary of course evaluations, etc.), teacher training, research and development on teaching, development of teaching aids and media, management and administration of teaching activities, teaching awards, research publications of relevance to teaching, popular science presentations and interaction with society. The lecturer's CV provides evidence to support the information given in the teaching portfolio.

Recommendation from head of department
A recommendation from the head of department of the lecturer applying is to be appended to the application.

Certificate of completed discussions with two colleagues
The application is to be accompanied by a certificate confirming that the lecturer has discussed the contents of the teaching portfolio with at least two colleagues. These colleagues act as reviewers and ‘critical friends’. The lecturer chooses the colleagues with whom he or she wishes to discuss the portfolio and is responsible for ensuring that the discussions take place.

The discussions with colleagues are to focus on the contents of the portfolio from the point of view of the criteria for teaching excellence drawn up by the faculty. The reviewers are not responsible for a direct assessment of the portfolio. The purpose of the discussions is rather to provide ideas for improvements to the portfolio and an opportunity to make such improvements.

Interview
As part of the assessment process, the applicant is called to interview with members of the assessment panel. The lecturer is there provided with the opportunity to orally develop and discuss in more depth the themes and examples given in the teaching portfolio. It is of particular interest that the lecturer being interviewed shows how his or her teaching philosophy and teaching practice are closely integrated.

Assessment panel
Applications for assessment of teaching excellence are dealt with by a specially appointed assessment panel. The panel comprises lecturers from the Teaching Academy at the Faculty of Social Sciences, who have themselves been appointed Excellent Teaching Practitioners (ETP). In addition, the assessment panel includes an external teaching expert.

Decision
After processing an application, the assessment panel submits a recommendation to the Board of the Faculty of Social Sciences for a decision on appointment as an Qualified Teaching Practitioner (QTP, meriterad lärare) or Excellent Teaching Practitioner (ETP, excellent lärare), or makes a decision not to put the application to the Board. The Faculty Board then makes a decision on whether to award the title to the person(s) recommended by the Teaching Academy’s assessment panel. Other applicants receive their expert opinions straight from the academy as soon as they are ready and these applications are not considered by the Board. The Teaching Academy registers all applications and all applicants receive the written opinions of the experts.
Further reading


Skaffa dig en pedagogisk meritportfölj! Uppsala universitet: Enheten för utveckling och utvärdering.