



Bases of assessment and descriptions of research or artistic expertise, as well as pedagogical expertise, when appointing Professors and Associate Professors

A complete application for an appointment as a teacher must contain:

1. a personal letter, including contact details
2. a curriculum vitae
3. a list of articles published
4. a description of a) research projects or b) artistic expertise
5. a description of pedagogical activities
6. a description of management and development of organisations and staff
7. a description of collaboration with the community at large, as well as popular science activities
8. a declaration of intent for research projects (primarily for research-oriented appointments)
9. certified copies of relevant diplomas
10. copies of research projects and pedagogical activities cited (see Section 5.2)
11. references, including contact details

The Dean (or the Vice-Chancellor for professorships) may specify additional instructions for an application. The candidate may cite only scientific articles that have been published or are in manuscript form (but not for doctoral theses) at the expiration of the application period.

Explanatory instructions for Sections 4 and 5

4 a. Bases of assessment for research expertise

Research expertise must have been demonstrated by means of independent production

Criteria:

- quality and scope
- originality
- productivity
- contributions to the international scientific community
- projects for the scientific community
- ability to obtain external research funding in competition with others
- collaboration with the community at large



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The Dean may specify additional objective criteria for assessment of research expertise. After consultation with the Dean, the Vice-Chancellor may specify additional objective criteria for assessment of research expertise when appointing professors.

4 b. Bases of criteria for artistic expertise

Artistic expertise must have been demonstrated by means of independent production or projects, as well as artistic research and development.

Criteria:

- quality and power of expression
- originality
- visibility and evaluation in artistic and professional connections
- productivity
- research and development efforts
- distinctions, scholarships, etc.
- collaboration with the community at large

The Dean may specify additional objective criteria for assessment of artistic expertise. After consultation with the Dean, the Vice-Chancellor may specify additional objective criteria for assessment of artistic expertise when appointing professors.

5. Bases of criteria for pedagogical expertise

When appointing Professors and Associate Professors, pedagogical expertise must have been demonstrated by means of documented experience of scientific or artistic instruction at the university.

The criteria are:

- ability to plan, implement and evaluate instruction, as well as supervise and examine students at all programme levels
- ability to adapt teaching methods and types of examinations to intended learning outcomes and the nature of the subject
- experience of collaboration with the community at large when planning and implementing programmes
- participation in the design of educational settings, instructional materials and study resources
- a contemplative approach to learning and the role of the teacher

Report of pedagogical expertise (portfolio)

Pedagogical expertise may be effectively presented by means of a portfolio with the following headers:

- a) Educational assumptions and views
Describe your educational assumptions and views
- b) Pedagogical experience
Specific instructional experience with examples that demonstrate your pedagogical expertise (see criteria above). Describe activities, target groups, teaching choices, outcomes, lessons learned and thoughts, participation in the design of educational settings, instructional materials and study resources. Verify your descriptions in a suitable manner.
- c) Evaluations and assessment



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Specify certificates or bases of assessment by heads of departments, directors of study, colleagues, external panels of experts, students, etc. List a reference if at all possible.

Curriculum vitae (CV) demonstrating acquisition of pedagogical qualifications

Attach an educational CV to your pedagogical portfolio. The following headings should be included. When possible, describe the content, scope and level of the specific activity.

- Teaching experience, including supervision
- Teacher education, skills development and continuing professional development
- Educational research and development
- Production of study resources, books, etc.
- Participation at pedagogical conferences
- Educational planning or projects with pedagogical responsibility
- Pedagogical distinctions

Attachments to a pedagogical portfolio

Examples of possible attachments, along with the associated CV:

- Certificates of participation in pedagogical courses and programmes
- Copies of pedagogical distinctions
- Summaries of course evaluations
- Assessments by supervisors and colleagues concerning pedagogical skills
- Examples of study resources that you have designed
- Examples of study guides or other instructions