

Technical University of Denmark



Educational training for new faculty members
Summary of rules

May 2016

Educational training for assistant professors and other new faculty members at DTU includes supervision, a plan for the educational training, relevant teaching tasks, participation in Education in University Teaching at DTU – UDTU and developing a teaching portfolio. Finally, two assessments of teaching abilities and potential are written, one from the department and one based on the participation and work in UDTU.

Supervision

Immediately after the appointment of a new faculty member, a certified supervisor from the department is assigned to him/her. This is also the case if an already appointed faculty member is planning to participate in UDTU.

The primary task for the supervisor is to coach the new faculty member on matters relating to his/her teaching practice and role as a university teacher. The supervisor also evaluates the teaching abilities of the new faculty member.

In addition to the specific tasks mentioned in the following paragraphs the supervisor must:

- act as mentor on issues related to teaching.
- supervise teaching at least 3 times, covering different teaching tasks. Supervision includes discussion before a teaching session, attendance at the teaching session and a discussion after the teaching session including feedback.

Plan for educational training

Shortly after the new faculty member has been appointed or started in the new job, the supervisor takes the initiative to develop a plan for educational training - together with the newly appointed faculty member and in collaboration with other relevant responsible persons at the institute.

The plan for educational training must include:

- objectives for the new faculty member's teaching during the period of training, including a description of the association between areas of research and teaching obligations.
- a plan for when to participate UDTU.

- a plan for relevant teaching as a basis for the project assignment on teaching in UDTU.
- suggestions for the supplemental activity about teaching and learning (~1-day) which is part of UDTU.
- an analysis of special needs and interests of the assistant professor with respect to teaching.

Teaching

The new faculty member must be given teaching tasks which support the development of his/her teaching competence – including:

- teaching tasks which give the assistant professor the possibility to try out a broad range of teaching methods including supervision.
- responsibility for a course or a substantial part of a course as a basis for the project assignment on teaching in UDTU.
- reduced teaching obligations during UDTU participation.

UDTU

The duration of UDTU is 1-1½ years with a workload estimated to 250 hours. It is important that the assistant professor signs up at the first opportunity. Detailed information is available on www.llab.dtu.dk.

Teaching portfolio

Before the end of the educational training period the new faculty member has to develop a teaching portfolio.

Assessment of teaching abilities and potential

At the end of the educational training period, an assessment of the new faculty member's abilities and potential as a university teacher is written by the supervisor, possibly in cooperation with the consultant appointed to the relevant peer coaching group in UDTU. After having accomplished all UDTU tasks, the participant will receive a diploma including a written assessment based on the project assignment on teaching.