



15 MARCH 2016

POLICY ON THE USE AND COMPETENCY DEVELOPMENT OF ACADEMIC STAFF AND PART-TIME ACADEMIC STAFF

In accordance with UCPH's joint *Guidelines on the policy on the use and competency development of academic staff and part-time academic staff*, SCIENCE has drafted a policy which briefly describes the principles for the use and competency development of academic staff and part-time academic staff¹.

Use of academic staff and part-time academic staff

SCIENCE offers study programmes of the highest quality and relevance and has a broad research portfolio covering private and public sector services as well as basic research of international excellence.

The teaching at SCIENCE is primarily conducted by academic staff. Part-time academic staff are involved in lectures, practice classes and, to a lesser extent, advisory assignments.

Part-time academic staff are to:

- Contribute to career readiness and career understanding among students
- Ensure highly specialised knowledge in areas in which research is not conducted at SCIENCE
- Secure the practice-oriented element when relevant, for example in connection with a specialisation
- Engage in supplementary teaching, for example practice classes

¹ SCIENCE follows the definition of the Danish Ministry of Higher Education and Science.

- Ensure a good transition and study start for students by using their special pedagogical competencies, for instance an upper-secondary school teacher for first-year teaching in connection with subjects such as mathematics
- Contribute to project supervision, including master's theses and bachelor projects

The heads of department are responsible for assessing when it is appropriate to use part-time academic staff at their respective departments.

All departments conduct an annual – some every six months – teaching day with the participation of academic staff and part-time academic staff. The purpose is to discuss teaching-related topics and to ensure coordination between academic staff and part-time academic staff. All course organisers are members of the academic staff in order to ensure academic anchoring and, if necessary, be able to assist the associated part-time academic staff member. Many departments hold so-called expert group meetings or meetings in teaching teams to facilitate discussion of teaching activities as well as academic content and level. Members of both the academic staff and part-time academic staff contribute to the development of the study programmes at SCIENCE through these types of discussions. Teaching activities are also discussed on the departmental teaching committees where the teaching evaluation is addressed.

Competency development of academic staff and part-time academic staff

All departments at [SCIENCE follow the local definition of UCPH's guidelines for teaching](#) and [SCIENCE's standards for pedagogical competency development](#). The appointment of part-time academic staff contributes to high educational and pedagogical standards, and they are offered various types of courses during their employment. New assistant professors, associate professors and professors are required to participate in the 'Teaching and Learning in Higher Education Programme' unless they have already acquired the qualifications corresponding to the learning objectives for the course. The heads of department are responsible for ensuring that their staff members engage in the necessary pedagogical and academic competency development activities. This assessment is carried out jointly by the academic staff member and his or her manager at the annual performance and development review.

SCIENCE HR is responsible for the annual reporting on pedagogical competency development to the dean, and the dean reports to the rector every three years in connection with the dean's annual reporting to the rector.