Protocol assessment University Teaching Qualification (UTQ), Faculty of Science

The intention of this protocol is to ensure that the evaluation of the UTQ by the various assessment committees of the faculty will be done unequivocally. The protocol regulates the assessment procedure. For everyone involved, this protocol offers an overview of the steps that are to be taken.

Incumbent or beginning lecturers

The procedure as outlined below applies to incumbent lecturers of the Faculty of Science. It is generally possible to request the UTQ assessment without additional training, provided that the lecturer possesses sufficient teaching experience in order to be considered for the UTQ. The assessment criteria for UTQ (to be found on the UTQ webpage of the Faculty of Science) are the guiding principles. Experience teaches us that working with a coach is efficient and effective: you do not need to reinvent the wheel yourself.

Beginning lecturers are recommended to make use of the support provided by the Department of Educational Support (DoES) of Radboud University for their UTQ qualification, such as UTQ coaching and training sessions. For more information, please see: [http://www.ru.nl/oo/utq-(bko)/about-utq-(bko)/](http://www.ru.nl/oo/utq-(bko)/about-utq-(bko)/) or contact the UTQ-coordinator of DoES: Sven Vrins (s.vrins@oo.ru.nl).

Procedure for UTQ qualification

The assessment of the University Teaching Qualification will take place in an interview with the assessment committee on the basis of the lecturer’s portfolio. Lecturers will make up this portfolio during the course of their development process, or especially for the UTQ qualification.

The assessment committee of the UTQ consists of the director of education (chairman), the chair of the programme committee (preferably), and an educational advisor of the Department of Educational Support.

Preparation by the lecturer

1. The lecturer studies the material (most importantly: assessment criteria for the UTQ, and making your portfolio for the UTQ) on the UTQ webpage.

2. The lecturer decides which steps still have to be taken in order to compose a good portfolio. In doing so, the lecturer can appeal to coaching or other support provided by the Department of Educational Support ([http://www.ru.nl/oo/utq-(bko)/about-utq-(bko)/](http://www.ru.nl/oo/utq-(bko)/about-utq-(bko)/)).

3. The lecturer consults with his/her supervisor about the start and procedure of their UTQ assessment.

Creating a portfolio
4. The lecturer submits a request to Resi Westerman or Marja van Helmond (bko@science.ru.nl) for an empty UTQ portfolio on the BKO-server of the Faculty of Science.

5. The lecturer will work on his/her development as well as the required UTQ documents on the basis of their plan.

6. The lecturer will upload the required documents into the appropriate folder on the BKO-server.

7. If the lecturer feels that the portfolio is complete and meets all requirements, after consultation with their coach or UTQ-coordinator from the Department of Educational Support, (s)he sends an email to bko@science.ru.nl (Resi Westerman or Marja van Helmond).

8. Resi Westerman or Marja van Helmond will make an appointment on the lecturer’s behalf with the assessment committee for the UTQ interview.

**Preparation of the UTQ interview by the assessment committee**

9. In consultation with the members, a hearing date will be determined and the candidate will be informed of this.

10. The members of the assessment committee will read the portfolio and will consider to what extent the lecturer demonstrates the required educational skills. They will make notes of any possible questions or discussion topics.

11. The external advisor of the committee will compose a pre-advise on the basis of the portfolio and sends this to all committee members a few days before the interview.

**Interview of the candidate by the assessment committee**

12. The hearing of the assessment committee will start with a private part (approximately 15 minutes) in which the members agree on the discussion points and divide them.

13. The chairman will start the conversation with the candidate, and explain the procedure and which discussion points will be addressed during the interview. The UTQ interview with the candidate (approximately 30 minutes) will be chaired by the chairman, who will give the floor to the members of the committee consecutively.

14. After the interview, there will be another private part (approximately 10 minutes) in which the committee discusses what they will advise.

15. The candidate will hear of the committee’s decision (approximately 5 minutes) after which the hearing will be concluded.

**Advice**

16. The result of the interview will be a positive or negative advice to the dean of the Faculty of Science regarding the UTQ, or the UTQ is awarded pending extra requirements to be completed by the candidate. It is also possible that any recommendations or agreements with the candidate are taken up in this advice.
17. The advice of the committee will be sent to the dean, after all of the committee members have approved of it. It is up to the dean whether or not they will follow this advice. For a positive outcome, the UTQ certificate will be signed by the dean, the chairman, and the candidate, and the certificate will be sent to the candidate.

18. For a negative outcome, the chairman will write up an explanation and follow-up agreements will be made in consultation with the candidate. This explanation will be sent to the candidate. In case the portfolio is complemented, a re-assessment in paper form may take place, or (if desired) a new assessment interview will be held.

**NB: Appeal procedure**

Should a lecturer believe that the procedure was not correctly followed, the lecturer can appeal to the decision of the dean and the advice of the assessment committee. The dean will then assemble a new assessment committee. It is not possible to appeal to the content of a decision. It is possible to request a new assessment when a lecturer has gained more experience in teaching and after the portfolio has been complemented.